



## Memorandum

To: Homer Board of Education

From: Trina Hapgood, Homer Claims Auditor

CC: Russ Hearton

Date: June 30, 2012

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I have reviewed 310 claims and invoices during the period of 6/1/2012 to 6/30/2012. There were no items noted that were not in compliance.

Please see the attached summary for the period identified above.

## Internal Claims Auditor's Report

Problems Identified	6/10/2012	6/17/2012	6/24/2012	6/30/2012	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.					0
Missing Proper Supervisor Signatures.					0
Claiming Lunch When Not Entitled to it.					0
Corrected Math on Claims.					0
Tip Request Greater than 20% Denied.					0
Improper Documentation of Services Provided on Reimbursement Form.					0
Petty Cash Not Documented Properly.					0
Not Using Required Form for Reimbursement.					0
<b>Total Problems Identified</b>	0	0	0	0	0
Total Number of Claims Reveiwed	93	130	67	20	310
Percentage of Problems	0.00%	0.00%	0.00%	0.00%	0.00%