



Memorandum

To: Homer Board of Education

From: Trina Hapgood, Homer Claims Auditor

CC: Russ Hearton

Date: July 31, 2012

I have reviewed 208 claims and invoices during the period of 7/1/2012 to 7/31/2012. There were 4 items noted that were not in compliance.

The issues were corrected prior to payment.

Please see the attached summary for the period identified above.

Internal Claims Auditor's Report

Problems Identified	7/8/2012	7/15/2012	7/22/2012	7/31/2012	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.	1				1
Missing Proper Supervisor Signatures.					0
Claiming Lunch When Not Entitled to it.					0
Corrected Math on Claims.	1			1	2
Tip Request Greater than 20% Denied.		1			1
Improper Documentation of Services Provided on Reimbursement Form.					0
Petty Cash Not Documented Properly.					0
Not Using Required Form for Reimbursement.					0
Total Problems Identified	2	1	0	1	4
Total Number of Claims Reveiwed	30	69	16	93	208
Percentage of Problems	6.67%	1.45%	0.00%	1.08%	1.92%