



Memorandum

To: Homer Board of Education

From: Trina Hapgood, Homer Claims Auditor

CC: Russ Hearton

Date: August 31, 2012

I have reviewed 216 claims and invoices during the period of 8/1/2012 to 8/31/2012. There were 2 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	8/12/2012	8/19/2012	8/26/2012	8/31/2012	Summary Totals
No Original Detailed Receipts.			1		1
Missing Budget Codes.					0
Missing Proper Supervisor Signatures.				1	1
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
Total Problems Identified	0	0	1	1	2
Total Number of Claims Reveiwed	76	16	68	56	216
Percentage of Problems	0.00%	0.00%	1.47%	1.79%	0.93%