



Memorandum

To: Homer Board of Education

From: Trina Hapgood, Homer Claims Auditor
Melissa Meriwether, Homer Claims Auditor (Training)

CC: Russ Hearton

Date: October 31, 2012

I have reviewed 453 claims and invoices during the period of 10/1/2012 to 10/31/2012. There were 6 items noted that were not in compliance.

The issues were corrected prior to payment.

Please see the attached summary for the period identified above.

TRH

Internal Claims Auditor's Report

Problems Identified	10/7/2012	10/14/2012	10/21/2012	10/30/2012	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.					0
Missing Proper Supervisor Signatures.	3	1		1	5
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.				1	1
Petty Cash Not Documented Properly.					0
Not Using Required Form for Reimbursement.					0
Total Problems Identified	3	1	0	0	6
Total Number of Claims Reveiwed	149	99	72	133	453
Percentage of Problems	2.01%	1.01%	0.00%	0.00%	1.32%

PA