



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Russ Hearton

Date: December 31, 2012

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I have reviewed 258 claims and invoices during the period of 12/1/2012 to 12/31/2012. There were 8 items noted that were not in compliance.

The issues were corrected prior to payment.

Please see the attached summary for the period identified above.

A handwritten signature in blue ink, appearing to be "M. Meriwether", is located in the bottom right corner of the page.

## Internal Claims Auditor's Report

Problems Identified	12/9/2012	12/16/2012	12/23/2012	12/31/2012	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.		1			1
Missing Proper Supervisor Signatures.	1	4	1		6
Claiming Lunch When Not Entitled to it.					0
Corrected Math on Claims.		1			1
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>	<b>1</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>8</b>
Total Number of Claims Reviewed	42	125	90	1	258
Percentage of Problems	2.38%	4.80%	1.11%	0.00%	3.10%