



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Russ Hearnton

Date: February 28, 2013

I have reviewed 211 claims and invoices during the period of 2/1/2013 to 2/28/2013. There were 3 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", located in the bottom right corner of the page.

Internal Claims Auditor's Report

Problems Identified	2/3/2013	2/10/2013	2/17/2013	2/24/2013	2/28/2013	Summary Totals
No Original Detailed Receipts.				1		1
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.				1	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	0	2	1	3
Total Number of Claims Reveiwed	1	15	94	82	19	211
Percentage of Problems	0.00%	0.00%	0.00%	2.44%	5.26%	1.42%

