



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Nancy Ruscio

Date: April 30, 2013

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I have reviewed 222 claims and invoices during the period of 4/1/2013 to 4/30/2013. There were 10 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, consisting of the letters 'msr' in a cursive style, enclosed within a blue oval.

## Internal Claims Auditor's Report

Problems Identified	4/7/2013	3/14/2013	3/21/2013	3/30/2013	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.	3				3
Missing Proper Supervisor Signatures.	1	1	2	2	6
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
<b>Total Problems Identified</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>10</b>
Total Number of Claims Reveiwed	80	26	37	79	222
Percentage of Problems	5.00%	3.85%	8.11%	2.53%	4.50%