



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Nancy Ruscio

Date: May 31, 2013

I have reviewed 269 claims and invoices during the period of 5/1/2013 to 5/31/2013. There were 14 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 "mer", is located in the bottom right corner of the page.

Internal Claims Auditor's Report

Problems Identified	5/5/2013	5/12/2013	5/19/2013	5/26/2013	5/31/2013	Summary Totals
No Original Detailed Receipts.				1		1
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.			7	4	2	13
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			7	5	2	14
Total Number of Claims Reveiwed		54	132	50	33	269
Percentage of Problems	#DIV/0!	0.00%	5.30%	10.00%	6.06%	5.20%