



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Nancy Ruscio

Date: June 30, 2013

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I have reviewed 202 claims and invoices during the period of 6/1/2013 to 6/30/2013. There were 5 items noted that were not in compliance.

The issues were corrected prior to payment.

Please see the attached summary for the period identified above.

## Internal Claims Auditor's Report

Problems Identified	6/2/2013	6/9/2013	6/16/2013	6/23/2013	6/30/2013	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.		1				1
Missing Proper Supervisor Signatures.		1		3		4
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
<b>Total Problems Identified</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>
Total Number of Claims Reveiwed	0	60	46	59	37	202
Percentage of Problems	#DIV/0!	3.33%	0.00%	5.08%	0.00%	2.48%