



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Mike Falls 

Date: July 31, 2013

I have reviewed 174 claims and invoices during the period of 7/1/2013 to 7/31/2013. There were 4 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	7/7/2013	7/14/2013	7/21/2013	7/31/2013	Summary Totals
No Original Detailed Receipts.					0
Missing Budget Codes.	1	1		1	3
Missing Proper Supervisor Signatures.	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	2	1	0	1	4
Total Number of Claims Reveiwed	30	35	24	85	174
Percentage of Problems	6.67%	2.86%	0.00%	1.18%	2.30%