



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Mike Falls 

Date: August 31, 2013

I have reviewed 197 claims and invoices during the period of 8/1/2013 to 8/31/2013. 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.

Internal Claims Auditor's Report

Problems Identified	8/4/2013	8/11/2013	8/18/2013	8/25/2013	8/31/2013	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		4	1		9	14
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	4	1	0	9	14
Total Number of Claims Reveiwed	0	42	33	0	122	197
Percentage of Problems	#DIV/0!	9.52%	3.03%	#DIV/0!	7.38%	7.11%

(Handwritten initials)