



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Mike Falls

m. falls

Date: November 30, 2013

I have reviewed 271 claims and invoices during the period of 11/1/2013 to 11/30/2013. There were 18 items noted that were not in compliance.

The issues were corrected prior to payment.

Please see the attached summary for the period identified above.

I have reviewed 6 employees payroll during the period 11/1/2013 to 11/30/2013. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	11/3/2013	11/10/2013	11/17/2013	11/24/2013	11/30/2013	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.		8				8
Missing Proper Supervisor Signatures.		5	2	2		9
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.				1		1
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	13	2	3	0	18
Total Number of Claims Reveiwed	0	122	67	82	0	271
Percentage of Problems	#DIV/0!	10.66%	2.99%	3.66%	#DIV/0!	6.64%

mfls