



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Date: January 31, 2014

A handwritten signature in black ink, appearing to read "Melissa Meriwether", is located to the right of the "Date" field.

---

I have reviewed 272 claims and invoices during the period of 1/1/2014 to 1/31/2014. There were 6 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 18 employees payroll during the period 1/1/2014 to 1/31/2014. There were no issues to report.

## Internal Claims Auditor's Report

Problems Identified	1/5/2014	1/12/2014	1/19/2014	1/26/2014	1/31/2014	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		2	1		2	3
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.				1		1
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>1</b>	<b>1</b>	<b>2</b>	<b>6</b>
Total Number of Claims Reveiwed	39	66	68	37	62	272
Percentage of Problems	0.00%	3.03%	1.47%	2.70%	3.23%	2.21%

