



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Date: February 28, 2014

I have reviewed 218 claims and invoices during the period of 2/1/2014 to 2/28/2014. There were 3 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 employees payroll during the period 2/1/2014 to 2/28/2014. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	2/2/2014	2/9/2014	2/16/2014	2/23/2014	2/28/2014	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.			1		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.		1				1
Petty Cash Not Documented Properly.						0
Not Using Required Form for Reimbursement.						0
Total Problems Identified	0	1	1	0	1	3
Total Number of Claims Received	29	36	58	39	56	218
Percentage of Problems	0.00%	2.78%	1.72%	0.00%	1.79%	1.38%