



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls *M Falls*

Date: April 30, 2014

I have reviewed 241 claims and invoices during the period of 4/1/2014 to 4/30/2014. There were 17 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 12 employees payroll during the period 4/1/2014 to 4/30/2014. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	4/6/2014	4/13/2014	4/20/2014	4/27/2014	4/30/2014	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.	2					2
Missing Proper Supervisor Signatures.	2	1		9	3	15
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	4	1	0	9	3	17
Total Number of Claims Reveiwed	57	46	24	96	18	241
Percentage of Problems	7.02%	2.17%	0.00%	9.38%	16.67%	7.05%

mjclb