



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Date: June 30, 2014

I have reviewed 204 claims and invoices during the period of 6/1/2014 to 6/30/2014. There were 11 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 6/1/2014 to 6/30/2014. There was one employee who was over paid by 1 hour. Will be deducted from his next payroll.

Internal Claims Auditor's Report

Problems Identified	6/8/2014	6/15/2014	6/22/2014	6/30/2014		Summary Totals
No Original Detailed Receipts.			1			1
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.	2		2	6		10
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	2	0	3	6	0	11
Total Number of Claims Reveiwed	64	38	58	44		204
Percentage of Problems	3.13%	0.00%	5.17%	13.64%	#DIV/0!	5.39%