



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, appearing to be "mf", is written over the CC line.

Date: May 31, 2014

I have reviewed claims and invoices during the period of 5/1/2014 to 5/31/2014. There were 5 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 11 employees payroll during the period 5/1/2014 to 5/31/2014. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	5/4/2014	5/11/2014	5/18/2014	5/25/2014	5/31/2014	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.	1			2		3
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.	1				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	2	0	0	2	1	5
Total Number of Claims Reveiwed	65	0	51	113	32	261
Percentage of Problems	3.08%	#DIV/0!	0.00%	1.77%	3.13%	1.92%

