



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Date: February 28, 2015

I have reviewed 263 claims and invoices during the period of 2/1/2015 to 2/28/2015. There were 20 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 5 employees payroll during the period 2/1/2015 to 2/28/2015. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	2/1/2015	2/8/2015	2/15/2015	2/22/2015	2/28/2015	Summary Totals
No Original Detailed Receipts.		1	1	1	1	4
Missing Budget Codes.		2	1	1		4
Missing Proper Supervisor Signatures.		2			4	6
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.			2		4	6
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	0	5	4	2	9	20
Total Number of Claims Reviewed	0	56	96	23	88	263
Percentage of Problems	#DIV/0!	8.93%	4.17%	8.70%	10.23%	7.60%

