



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, appearing to be 'M. Meriwether', is written over the 'From' and 'CC' lines.

Date: March 31, 2015

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I have reviewed 209 claims and invoices during the period of 3/1/2015 to 3/31/2015. There were 12 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 10 employees payroll during the period 3/1/2015 to 3/31/2015. There were no issues to report.

## Internal Claims Auditor's Report

Problems Identified	3/1/2015	3/8/2015	3/15/2015	3/22/2015	3/31/2015	Summary Totals
No Original Detailed Receipts.		1	2	2		5
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		3		1		4
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.			2		1	3
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
<b>Total Problems Identified</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>12</b>
Total Number of Claims Reveiwed	0	58	60	54	37	209
Percentage of Problems	#DIV/0!	6.90%	6.67%	5.56%	2.70%	5.74%