



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

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

Date: April 30, 2015

I have reviewed 209 claims and invoices during the period of 4/1/2015 to 4/30/2015. 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 15 employees payroll during the period 4/1/2015 to 4/30/2015. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	4/5/2015	4/12/2015	4/19/2015	4/26/2015	4/30/2015	Summary Totals
No Original Detailed Receipts.			3		1	4
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.			1	1	1	3
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
Misc Corrected Items			1			1
Total Problems Identified	0	0	7	1	3	11
Total Number of Claims Reveiwed	6	9	113	51	30	209
Percentage of Problems	0.00%	0.00%	6.19%	1.96%	10.00%	5.26%