



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", enclosed within a circular scribble.

Date: August 31, 2015

I have reviewed 138 claims and invoices during the period of 8/1/2015 to 8/31/2015. There were 14 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 8/1/2015 to 8/31/2015. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	8/9/2015	8/16/2015	8/23/2015	8/31/2015		Summary Totals
No Original Detailed Receipts.		1				1
Missing Budget Codes.				1		1
Missing Proper Supervisor Signatures.		2	1	3		6
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.		3	1			4
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				2		2
Total Problems Identified	0	6	2	6	0	14
Total Number of Claims Reveiwed	9	61	25	43		138
Percentage of Problems	0.00%	9.84%	8.00%	13.95%	#DIV/0!	10.14%