



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 "CC: Michael Falls" line.

Date: September 30, 2015

I have reviewed 259 claims and invoices during the period of 9/1/2015 to 9/30/2015. There were 7 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 9/1/2015 to 9/30/2015. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	9/6/2015	9/13/2015	9/20/2015	9/27/2015	9/30/2015	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		1			1	2
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.		1			3	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				1		1
Total Problems Identified	0	2	0	1	4	7
Total Number of Claims Reveiwed	11	61	28	92	67	259
Percentage of Problems	0.00%	3.28%	0.00%	1.09%	5.97%	2.70%