



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, consisting of a large 'M' and a stylized 'F'.

Date: October 31, 2015

I have reviewed 358 claims and invoices during the period of 10/1/2015 to 10/31/2015. There were 19 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 10/1/2015 to 10/31/2015. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	10/4/2015	10/11/2015	10/18/2015	10/25/2015	10/31/2015	Summary Totals
No Original Detailed Receipts.				1		1
Missing Budget Codes.		1	1			2
Missing Proper Supervisor Signatures.		4	1	1	5	11
Claiming Lunch When Not Entitled to it.				1		1
Corrected Math on Claims.				2		2
Tip Request Greater than 20% Denied.						0
Improper Documentation of Services Provided on Reimbursement Form.				1	1	1
Petty Cash Not Documented Properly.						0
Not Using Required Form for Reimbursement.						0
Misc Corrected Items						0
Total Problems Identified	0	5	2	6	6	19
Total Number of Claims Reveiwed	1	116	49	57	135	358
Percentage of Problems	0.00%	4.31%	4.08%	10.53%	4.44%	5.31%