



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, consisting of a circle around the letter 'M' followed by a flourish.

Date: December 31, 2015

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I have reviewed 229 claims and invoices during the period of 12/1/2015 to 12/31/2015. There were 15 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 12/1/2015 to 12/31/2015. There were no issues to report.

## Internal Claims Auditor's Report

Problems Identified	12/6/2015	12/13/2015	12/20/2015	12/27/2015	12/31/2015	Summary Totals
No Original Detailed Receipts.	1					1
Missing Budget Codes.				1	1	1
Missing Proper Supervisor Signatures.		2		3	1	6
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.				2	4	6
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
<b>Total Problems Identified</b>	1	3	0	6	6	15
Total Number of Claims Reveiwed	40	60	14	56	59	229
Percentage of Problems	2.50%	5.00%	0.00%	10.71%	10.17%	6.55%