



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. Falls", with a long horizontal stroke extending to the right.

Date: February 29, 2016

I have reviewed 221 claims and invoices during the period of 2/1/2016 to 2/29/2016. There were 18 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 20 employees payroll during the period 2/1/2016 to 2/29/2016. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	2/7/2016	2/14/2016	2/21/2016	2/28/2016	2/29/2016	Summary Totals
No Original Detailed Receipts.			1	3	1	5
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		2		4		6
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.		3	1	2		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
Total Problems Identified	0	6	2	9	1	18
Total Number of Claims Reveiwed	33	53	9	11	15	121
Percentage of Problems	0.00%	11.32%	22.22%	81.82%	6.67%	14.88%