



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, appearing to read "MF", is written over the name "Michael Falls".

Date: March 31, 2016

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I have reviewed 115 claims and invoices during the period of 3/1/2016 to 3/31/2016. There were 10 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 3/1/2016 to 3/31/2016. There was 1 issue corrected to report.

## Internal Claims Auditor's Report

Problems Identified	3/6/2016	3/13/2016	3/20/2016	3/27/2016	3/31/2016	Summary Totals
No Original Detailed Receipts.	1	1		1		3
Missing Budget Codes.		2				2
Missing Proper Supervisor Signatures.			1			1
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.	2		1			3
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>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>10</b>
Total Number of Claims Reveiwed	18	50	5	39	3	115
Percentage of Problems	16.67%	6.00%	40.00%	5.13%	0.00%	8.70%