



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in black ink, appearing to read "Michael Falls", with a long horizontal stroke extending to the right.

Date: September 30, 2016

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I have reviewed 338 claims and invoices during the period of 9/1/2016 to 9/30/2016. There were 29 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 30 employees payroll during the period 9/1/2016 to 9/30/2016. There was no issue corrected to report.

## Internal Claims Auditor's Report

Problems Identified	9/4/2016	9/11/2016	9/18/2016	9/25/2016	9/30/2016	Summary Totals
No Original Detailed Receipts.			4	1		5
Missing Budget Codes.		4				4
Missing Proper Supervisor Signatures.		7	8	1	1	17
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.			1	1	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						0
<b>Total Problems Identified</b>	0	11	13	3	2	29
Total Number of Claims Reveiwed	1	84	96	92	65	338
Percentage of Problems	0.00%	13.10%	13.54%	3.26%	3.08%	8.58%