



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a checkmark-like flourish.

Date: October 31, 2016

I have reviewed 353 claims and invoices during the period of 10/1/2016 to 10/31/2016. There were 14 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 10/1/2016 to 10/31/2016. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	10/2/2016	10/9/2016	10/16/2016	10/23/2016	10/31/2016	Summary Totals
No Original Detailed Receipts.		1	1			2
Missing Budget Codes.			1		2	1
Missing Proper Supervisor Signatures.		2	2			4
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.				2		2
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			2	1		3
Total Problems Identified	0	3	6	3	2	14
Total Number of Claims Reveiwed	0	95	70	174	14	353
Percentage of Problems	#DIV/0!	3.16%	8.57%	1.72%	14.29%	3.97%