



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Date: February 28, 2017

A handwritten signature in blue ink, consisting of a large, stylized letter 'M' enclosed within a hand-drawn circle.

I have reviewed 176 claims and invoices during the period of 2/1/2017 to 2/28/2017. 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 10 employees payroll during the period 2/1/2017 to 2/28/2017. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	2/5/2017	2/12/2017	2/19/2017	2/26/2017	2/28/2017	Summary Totals
No Original Detailed Receipts.	1	4			1	6
Missing Budget Codes.	1				2	3
Missing Proper Supervisor Signatures.		1	4			5
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.			4			4
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
Total Problems Identified	2	5	8	0	3	18
Total Number of Claims Reveiwed	15	66	85	3	7	176
Percentage of Problems	13.33%	7.58%	9.41%	0.00%	42.86%	10.23%