



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in black ink, appearing to be the initials "MF" inside a circular scribble.

Date: March 31, 2017

I have reviewed 204 claims and invoices during the period of 3/1/2017 to 3/31/2017. 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 25 employees payroll during the period 3/1/2017 to 3/31/2017. There was 1 issue corrected to report.

Internal Claims Auditor's Report

Problems Identified	3/5/2017	3/12/2017	3/19/2017	3/26/2017	3/31/2017	Summary Totals
No Original Detailed Receipts.	1	1	1			3
Missing Budget Codes.		2	1	2	1	6
Missing Proper Supervisor Signatures.	1		1	2		4
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.		2		2		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		1				1
Total Problems Identified	2	6	3	6	1	18
Total Number of Claims Reveiwed	50	21	47	63	23	204
Percentage of Problems	4.00%	28.57%	6.38%	9.52%	4.35%	8.82%