



## Memorandum

To: Homer Board of Education

From: Amy Bauer, Homer Deputy Claims Auditor

CC: Michael Falls 

Date: June 30, 2017

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I have reviewed 1 claim and/or invoice during the period of 6/1/2017 to 6/30/2017. There were no items noted that were not in compliance.

Please see the attached summary for the period identified above.

## Internal Claims Auditor's Report

Problems Identified	6/4/2017	6/11/2017	6/18/2017	6/25/2017	6/30/2017	Summary Totals
No Original Detailed Receipts.						0
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.						0
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.						0
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	0	0	0	0	0
Total Number of Claims Reveiwed	0	0	0	0	1	1
Percentage of Problems	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	0.00%