



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, appearing to be "MF", is written over the "CC: Michael Falls" line.

Date: July 31, 2017

I have reviewed 100 claims and invoices during the period of 7/1/2017 to 7/31/2017. There were 6 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 15 employees payroll during the period 7/1/2017 to 7/31/2017. There was no issue corrected to report.

Internal Claims Auditor's Report

Problems Identified	7/2/2017	7/9/2017	7/16/2017	7/23/2017	7/31/2017	Summary Totals
No Original Detailed Receipts.			1			1
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.			2		1	3
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.			1			1
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	0	0	4	0	2	6
Total Number of Claims Reveiwed	0	6	53	11	30	100
Percentage of Problems	#DIV/0!	0.00%	7.55%	0.00%	6.67%	6.00%