



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Date: August 31, 2017

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I have reviewed 107 claims and invoices during the period of 8/1/2017 to 8/31/2017. There were 13 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 8/1/2017 to 8/31/2017. There was no issue corrected to report.

## Internal Claims Auditor's Report

Problems Identified	8/6/2017	8/13/2017	8/20/2017	8/31/2017		Summary Totals
No Original Detailed Receipts.				3		3
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.				2		2
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.	1			2		3
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				5		5
<b>Total Problems Identified</b>	1	0	0	12	0	13
Total Number of Claims Reviewed	31	29	4	107		171
Percentage of Problems	3.23%	0.00%	0.00%	11.21%	#DIV/0!	7.60%