



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls *mf*

Date: September 30, 2017

I have reviewed 407 claims and invoices during the period of 9/1/2017 to 9/30/2017. There were 11 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 9/1/2017 to 9/30/2017. There was no issue corrected to report.

Internal Claims Auditor's Report

Problems Identified	9/3/2017	9/10/2017	9/17/2017	9/24/2017	9/30/2017	Summary Totals
No Original Detailed Receipts.		1	1			2
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		1	3	1	1	6
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.				2		2
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	3	4	3	1	11
Total Number of Claims Reveiwed	0	76	93	102	136	407
Percentage of Problems	#DIV/0!	3.95%	4.30%	2.94%	0.74%	2.70%