



Memorandum

To: Homer Board of Education

From: Amy Bauer, Homer Deputy Claims Auditor

CC: Michael Falls

Date: November 30, 2017

I have reviewed 4 claims and/or invoices during the period of 11/1/2017 to 11/30/2017. 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	11/5/2017	11/12/2017	11/19/2017	11/26/2017	11/30/2017	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
Total Problems Identified	0	0	0	0	0	0
Total Number of Claims Reveiwed	2	1	1	0	0	4
Percentage of Problems	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	0.00%