



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a long, sweeping horizontal line that ends in a small hook.

Date: November 30, 2017

I have reviewed 228 claims and invoices during the period of 11/1/2017 to 11/30/2017. There were 12 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 11/1/2017 to 11/30/2017. There were no issues to report.

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.	1				1	2
Missing Budget Codes.	1					1
Missing Proper Supervisor Signatures.	5					5
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.	1		1		1	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	1					1
Total Problems Identified	9	0	1	0	2	12
Total Number of Claims Reveiwed	90	23	65	0	50	228
Percentage of Problems	10.00%	0.00%	1.54%	#DIV/0!	4.00%	5.26%