



## Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

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

Date: December 31, 2017

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I have reviewed 170 claims and invoices during the period of 12/1/2017 to 12/31/2017. There were 10 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 25 employees payroll during the period 12/1/2017 to 12/31/2017. There were no issues to report.

## Internal Claims Auditor's Report

Problems Identified	12/3/2017	12/10/2017	12/17/2017	12/24/2017	12/31/2017	Summary Totals
No Original Detailed Receipts.		1	2			3
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.	2		3			5
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.			1		1	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						0
<b>Total Problems Identified</b>	2	1	6	0	1	10
Total Number of Claims Reveiwed	8	30	77	41	14	170
Percentage of Problems	25.00%	3.33%	7.79%	0.00%	7.14%	5.88%