


Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls 

Date: January 31, 2018

I have reviewed 286 claims and invoices during the period of 1/1/2018 to 1/31/2018. 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 20 employees payroll during the period 1/1/2018 to 1/31/2018. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	1/7/2018	1/14/2018	1/21/2018	1/28/2018	1/31/2018	Summary Totals
No Original Detailed Receipts.	1		2	1		4
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.	1	1		1		3
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.	2	1	1			4
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				2		2
Total Problems Identified	4	2	3	4	0	13
Total Number of Claims Reveiwed	117	31	49	82	7	286
Percentage of Problems	3.42%	6.45%	6.12%	4.88%	0.00%	4.55%