



Memorandum

To: Homer Board of Education

From: Melissa Meriwether, Homer Claims Auditor

CC: Michael Falls

Handwritten initials in blue ink, appearing to be "MF" inside a circular scribble.

Date: May 31, 2018

I have reviewed 230 claims and invoices during the period of 5/1/2018 to 5/31/2018. There were 4 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 5/1/2018 to 5/31/2018. There were no issues to report.

Internal Claims Auditor's Report

Problems Identified	5/6/2018	5/13/2018	5/20/2018	5/27/2018	5/31/2018	Summary Totals
No Original Detailed Receipts.		1		1		2
Missing Budget Codes.						0
Missing Proper Supervisor Signatures.		1				1
Claiming Lunch When Not Entitled to it.						0
Corrected Math on Claims.	1					1
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	1	2	0	1	0	4
Total Number of Claims Reveiwed	38	65	29	58	40	230
Percentage of Problems	2.63%	3.08%	0.00%	1.72%	0.00%	1.74%