

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: June 3, 2021

Warrant Number: 9 warrants

Checks/Transactions 287

I hereby certify that the attached schedule of claims has been audited. All claims have been checked for the following:

1. Mathematical accuracy (extensions, additions and calculations of discounts)
2. No duplicate payments of previously paid invoices/claims
3. Voucher claims check against original purchase orders
4. Voucher claims are properly itemized and do not exceed authorized rates for travel, mileage, meals, officials rates, etc.
5. Receipts for goods or services are attached to claims
6. Late charges and discounts have been deducted from voucher claims
7. Sales tax has been deducted and not approved for payment
8. All 1099 vendors have Social Security or Tax ID Nos. on file
9. No prepayments have been made except with prior approval
10. Invoices match bid prices, if applicable

Exceptions/Comments:

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Pre-audit: \_\_\_\_\_  
**Claims Auditor**

\_\_\_\_\_ **Date**

Pre-audit: \_\_\_\_\_  
**Accounts Payable Clerk**

\_\_\_\_\_ **Date**

Certified: Gemma Phillips  
**Claims Auditor**

6-2-21  
**Date**

CLAIMS AUDIT REPORT  
MAY 2021

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A47	5/13/2021	104	\$ 150,564.14	General	Ck 107933 voided in printing (Home Depot)
A48	6/1/2021	133	\$ 1,096,072.66	General	Ck 107981 voided in printing (Tremont) Ck 107998 & 107999 voided in printing (Amazon)
C20	5/3/2021	7	\$ 13,050.36	Café	Ck 108122 voided in printing (Yankee Trails)
C21	5/21/2021	7	\$ 7,658.45	Café	Ck 17080 voided in printing (Sycaway)
F19	5/12/2021	1	\$ 882.00	Federal	
F20	6/1/2021	3	\$ 1,819.95	Federal	
H9	5/13/2021	4	\$ 68,459.62	Capital	
TA25	5/13/2021	12	\$ 1,314,243.42	Trust & Agency	ACH 621-625
TA26	6/1/2021	16	\$ 1,343,035.06	Trust & Agency	ACH 626-631

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Submitted by:

*Gunnar Phillips*