

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: May 4, 2021

Warrant Number: 12 warrants

Checks/Transactions 349

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: Yvonne Phillips  
**Claims Auditor**

5-4-21  
**Date**

CLAIMS AUDIT REPORT  
APRIL 2021

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A40	3/31/2021	73	\$ 1,479,464.37	General	Ck 107633 voided in printing (Cintas); Ck 107667, 107668, 107669, 107670 voided in printing (Questar)
A42	4/14/2021	76	\$ 149,603.88	General	Cks voided/lost & reissued: 105622, 105907, 106080, 106283, 106549, 106838, 107420; Ck 107720 voided in printing (Home Depot); Ck 107751 voided in printing (Tremont)
A44	4/28/2021	129	\$ 1,500,454.90	General	Ck 107717 void-error; Ck 107762, 107763, 107764 voided in printing (Amazon); Ck 107844, 107845, 107846, 107847 voided in printing (Questar)
C18	4/6/2021	8	\$ 6,701.35	Café	
C19	4/21/2021	7	\$ 13,131.90	Café	
F16	3/31/2021	2	\$ 3,863.40	Federal	
F17	4/14/2021	5	\$ 21,555.84	Federal	
F18	4/28/2021	4	\$ 2,458.88	Federal	
H8	4/13/2021	3	\$ 321,915.00	Capital	
TA22	4/1/2021	13	\$ 1,312,789.40	Trust & Agency	ACH 605-609
TA23	4/15/2021	13	\$ 1,291,821.68	Trust & Agency	ACH 610-614
TA24	4/30/2021	16	\$ 1,371,368.17	Trust & Agency	ACH 615-619

349

Submitted by: Guorou Phillips