

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: August 31, 2020

Warrant Number: 8 warrants

Checks/Transactions 214

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:

Pre-audit: _____
Claims Auditor

Date

Pre-audit: _____
Accounts Payable Clerk

Date

Certified: *Gunn Phillips*
Claims Auditor

8.31.2020
Date

CLAIMS AUDIT REPORT
AUGUST 2020

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A5	7/31/2020	84	\$ 1,101,845.76	General	<p>Voided cks 105272, 105302, 104966 to reissue Ck 105983 voided in printing (Amazon) Ck 106023 voided in printing (Nasco) Ck 106030 voided in printing (Really Good Stuff) Ck 106037 voided in printing (Schoo Specialty) Ck 106052 voided in printing (Tremont's)</p>
A7	8/19/2020	196	\$ 392,495.73	General	<p>Voided ck #105981 error Voided ck #106074 reissue (typo) Voided ck #106095 reissue (typo) Cks 106180 & 106181 voided in printing (Home Depot) Ck 106223 voided in printing (Staples) Ck 106235 voided in printing (Tremont's)</p>
C2	8/12/2020	1	0 (\$10.95)	Café	Check voided and reissued (typo)
C3	8/31/2020	1	\$ 275.00	Café	
F3	8/19/2020	2	\$ 19,860.00	Federal	
H2	8/17/2020	1	\$ 10,292.50	Capital	
TA3	7/31/2020	5	\$ 253,157.06	Payroll	ACH 508-512
TA4	8/20/2020	8	\$ 263,860.50	Payroll	ACH 513-518

Submitted by: Guarino Phillips