

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: January 6, 2021

Warrant Number: 9 warrants

Checks/Transactions 244

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: Glenn W Phillips  
**Claims Auditor**

1-6-21  
**Date**

CLAIMS AUDIT REPORT  
DECEMBER 2020

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A24	12/7/2020	101	\$ 1,481,465.44	General	Ck 106934 void/reissue typo; Ck 106748 void reissue lost; Ck 106563 void/reissue lost; Ck Ck 106730 void/reissue; Ck 107053 void/error; Ck 107097 voided in printing (Home Depot); Ck 107121 voided in printing (School Systems); Ck 107126 voided in printing (Tremont)
A26	12/21/2020	84	\$ 179,924.44	General	
C10	12/1/2020	5	\$ 3,745.92	Café	
C11	12/14/2020	10	\$ 9,969.45	Café	Ck 107007 voided in printing (Sycaway)
F10	12/18/2020	8	\$ 21,181.08	Federal	
F9	12/4/2020	5	\$ 2,217.26	Federal	
H4	12/14/2020	1	\$ 1,935.00	Capital	
TA14	12/11/2020	13	\$ 1,306,339.15	Trust & Agency	ACH 561-565
TA15	12/23/2020	17	\$ 1,339,904.61	Trust & Agency	ACH 566-571

Submitted by:

*Guorao Phillips*