

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: February 1, 2021

Warrant Number: 8 warrants

Checks/Transactions 208

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: Guorone Phillips
Claims Auditor

2-1-21
Date

CLAIMS AUDIT REPORT
JANUARY 2021

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A28	1/5/2021	59	\$ 1,026,027.25	General	Ck 107036 void/reissue (name change); Ck 107136, 107137 voided in printing (Amazon) Ck 107163 voided/reissue (typo)
A30	1/19/2021	98	\$ 781,974.53	General	Ck 107194 voided in printing (Amazon); Ck 107209 voided in printing (Cintas); CK 107229 voided in printing (HomeDepot); Ck 107258, 107259, 107260, 107261 voided in printing (Questar); Ck 107270 voided in printing (School Systems)
C12	1/11/2021	6	\$ 7,376.30	Café	Ck 10714 voided in printing (Sycaway)
C13	1/25/2021	8	\$ 6,915.17	Café	
F11	1/5/2021	3	\$ 1,979.13	Federal	
F12	1/19/2021	2	\$ 6,305.00	Federal	
TA16	1/8/2021	14	\$ 1,323,570.98	Trust & Agency	ACH 572-576
TA17	1/22/2021	18	\$ 1,328,112.17	Trust & Agency	ACH 577-581

Submitted by: Guerrero Phillips