AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: _____ December 9, 2019 _____

Warrant Number: _____ 10 warrants _____

Check Numbers: _____ 333 checks _____ to _____

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: _____   __12-9-19_____
                Claims Auditor   **Date**

CLAIMS AUDIT REPORT
NOVEMBER 2019

Warrant	Date	No of Claims	Total Amount		Account	Comments
A20	11/10/2019	167	$	1,142,806.85	General	Voided checks: 104076, 104148, 104166, 10423
A21	11/24/2019	82	$	106,470.81	General	Voided checks: 104234,104239, 104240, 104241
C8	11/1/2019	16	$	20,022.77	Cafeteria	Voided checks: 16743, 16748, 16749
C9	11/18/2019	14	$	25,209.94	Cafeteria	Voided checks: 16763, 16764
H4	11/24/2019	4	$	50,297.89	Capital	Voided checks: 3700
F7	11/10/2019	3	$	7,744.30	Federal	
F8	11/26/2019	2	$	209.00	Federal	
TA9	10/31/2019	14	$	1,305,374.62	Payroll	ACH 396-400
TA10	11/15/2019	14	$	1,412,566.25	Payroll	ACH 401-405
TA11	11/27/2019	17	$	1,346,882.54	Payroll	ACH 406-411
		333				

Submitted by: _Yvonne Phillips_