

AVERRILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: December 10, 2020

Warrant Number: 8 warrants

Checks/Transactions 282

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: Gwen Phillips
Claims Auditor

12.10.20
Date

CLAIMS AUDIT REPORT
NOVEMBER 2020

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A20	11/12/2020	113	\$ 136,260.17	General	Ck 105474 void/reissue; Ck 106744, 106745, 106746 voided in printing (Cascade); Ck 106775, Ck 106842, 106843, 106844 voided in printing (Amazon); Ck 106873 voided in printing (Gage); Ck 16980 voided in printing (Sycaway)
A22	11/24/2020	116	\$ 241,963.97	General	
C8	11/2/2020	9	\$ 12,445.13	Café	
C9	11/19/2020	12	\$ 14,199.97	Café	
F8	11/23/2020	1	\$ 118.96	Federal	Ck 16988 voided in printing (Hill & Markes)
H3	11/24/2020	1	\$ 11,142.50	Capital	
TA12	11/12/2020	13	\$ 1,299,384.26	Trust & Agency	ACH 550-554
TA13	11/25/2020	17	\$ 1,342,097.20	Trust & Agency	ACH 555-560

Submitted by: Guarino Phillipis