

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: November 13, 2019

Warrant Number: 10 warrents

Check Numbers: 549 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: Gemma Phillips
Claims Auditor

11-13-19
Date

CLAIMS AUDIT REPORT
OCTOBER 2019

Warrant	Date	No of Claims	Total Amount	Account	Comments
A14	10/3/2019	167	\$ 1,496,763.77	General	Voided checks: 103607, 103608, 103609, 103610, 103632, 103715, 103716, 103717, 103718, 103752
A16	10/16/2019	142	\$ 316,015.49	General	Voided checks: 103821, 103891, 103436, 103437, 103519
A17	10/30/2019	168	\$ 587,171.14	General	Voided checks: 103746, 103747, 103748, 103749, 103914, 103915, 103935, 103936, 103942, 103999, 104025
C6	10/8/2019	16	\$ 22,469.18	Cafeteria	Voided checks: 16716, 16717
C7	10/23/2019	15	\$ 10,253.50	Cafeteria	
H3	10/25/2019	2	\$ 11,497.95	Capital	
F5	10/17/2019	5	\$ 1,141.75	Federal	
F6	10/30/2019	3	\$ 732.94	Federal	
TA7	10/3/2019	14	\$ 1,317,969.09	Payroll	
TA8	10/17/2019	17	\$ 1,320,284.50	Payroll	
		549			

Submitted by: Gunneryn Phillips 11-13-19