

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: December 10, 2020

Warrant Number: 10 warrants

Checks/Transactions 402

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: *Gunnar Philleps*
Claims Auditor

12.10.20
Date

CLAIMS AUDIT REPORT
OCTOBER 2020

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A14	10/2/2020	120	\$ 1,689,642.92	General	Ck 106408, 106409, 106410 voided in printing (Amazon); Ck 106417 voided in printing (AP Auto Supply); Ck Ck 106238 void/reissue; Ck 106559, 106560 voided in printing (Home Depot); Ck 106592 voided in printing (School Systems); Ck 106596 reimbursement to employee included tax to be returned by application to State
A17	10/15/2020	92	\$ 198,998.48	General	Ck 106247 void/reissue; Ck 106251 voided/hot paid; Ck 106617, 106618, 106619, 106620, 106621 voided in State
A18	10/29/2020	116	\$ 1,605,363.57	General	Ck 16959 voided in printing (Sycaway)
C6	10/7/2020	7	\$ 6,270.77	Café	
C7	10/21/2020	13	\$ 18,006.42	Café	
F5	10/2/2020	3	\$ 284.80	Federal	
F6	10/27/2020	9	\$ 6,125.73	Federal	
TA10	10/30/2020	16	\$ 1,356,777.54	Trust and Agency	ACH 544-549
TA8	10/1/2020	13	\$ 1,306,523.54	Trust and Agency	ACH 534-538
TA9	10/15/2020	13	\$ 1,304,339.04	Trust and Agency	ACH 539-543

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Submitted by: *Gunn Phillips*