

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: October 13, 2020

Warrant Number: 8 warrants

Checks/Transactions 119

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 Phillips*
Claims Auditor

10.13.20
Date

CLAIMS AUDIT REPORT
SEPTEMBER 2020

Warrant	Date	No. of Claims	Total Amount	Account	Comments
A9	9/1/2020	71	\$ 1,054,108.56	General	Ck 105583 void/reissue Cks 106256 & 106257 voided in printing
A11	9/14/2020	79	\$ 155,168.52	General	Cks 106334, 106335, 106336, 106337, 106382, 106389, 106390, 106391 voided in printing
C4	9/9/2020	3	\$ 3,544.79	Café	
C5	9/22/2020	10	\$ 12,865.81	Café	
F4	9/15/2020	4	\$ 8,705.03	Federal	
TA5	9/2/2020	5	\$ 260,896.52	Payroll	ACH 519-523
TA6	9/17/2020	15	\$ 1,334,160.50	Payroll	ACH524-529
TA7	9/22/2020	3	\$ 2,382.21	Payroll	ACH 530-532 (substitute payroll omitted from previous pay)

Submitted by:

Guillermo Phillips