

CLAIMS AUDIT REPORT  
JANUARY 2020

Warrant	Date	No of Claims	Total Amount	Account	Comments
A27	1/5/2020	63	\$ 110,280.32	General	Ck 104578 voided in printing (MainCare); Ck 103293 voided/reissued)
A29	1/22/2020	162	\$ 1,668,239.24	General	Cks voided in printing: 104611 (School Systems); 104716, 104717, 104718, 104719, 104720
C12	12/27/2019	13	\$ 14,039.71	Café	CK 16064 voided; Ck 16801 voided in printing (Dzembos)
C13	1/13/2020	8	\$ 9,294.05	Café	
C14	1/26/2020	13	\$ 15,208.46	Café	Cks 16822 and 16823 voided in printing (Dzembos)
F10	1/3/2020	12	\$ 84,943.06	Federal	
F11	1/22/2020	8	\$ 45,682.74	Federal	
TA14	1/9/2020	15	\$ 1,325,518.53	Payroll	ACH 423-427
TA15	1/24/2020	19	\$ 1,308,785.87	Payroll	ACH Transfers 428-433
TE2	1/22/2020	4	\$ 3,550.00	Scholarship	Ck 1694 voided to reissue
			<hr/>		
			317		

Submitted by: Guerrine Phillips  
February 4, 2020

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: February 4, 2020

Warrant Number: 10 Warrants

Check Numbers: 317 checks ~~X~~ \_\_\_\_\_

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: Gummi Phillips  
Claims Auditor

2.4.2020  
Date

Warrant	Date	No of Claims	Total Amount	Account	Comments
A23	12/6/2019	110	\$ 1,538,513.97	General	CK 104236 Voided-issued in error; CK 104370 Voided/reissued; CKS 104395, 104396, 104397, 104398, 104399 voided in printing (Questar); CK 104415 voided in printing (Tremont)
A25	12/19/2019	124	\$ 252,040.55	General	CK 104425 voided in printing (School Systems); CK 104457 voided in printing (Amazon); CK 104535 voided in printing (Tremont)
C10	12/4/2019	14	\$ 10,785.52	Café	CK 16777 voided in printing (Dzembos)
C11	12/16/2019	11	\$ 15,108.18	Café	CK 16790 voided in printing (Dzembos)
F9	12/16/2019	3	\$ 9,011.23	Federal	
TA12	12/13/2019	14	\$ 1,294,823.57	Payroll	ACH 412-416 included
TA13	12/27/2019	18	\$ 1,343,055.28	Payroll	ACH 417-422 included

Lyons Phillips

4  
AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: January 22, 2020

Warrant Number: 7 warrants

Check Numbers: 294 checks and transactions

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: Lynne Phillips  
Claims Auditor

1-22-2020  
Date