

**AVERILL PARK CENTRAL SCHOOL DISTRICT**

**Checklist for Audit of Claims**

**Date:** 7/7/13

**Warrant Number:** 14 warrants

**Check Numbers:** 180 checks ~~Yo~~

I hereby certify that the attached schedule of claims has been audited. All claims have been check 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 completed:** \_\_\_\_\_

**Accounts Payable Clerk**

**Certified:** Kare Mancini 8/7/13

**Claims Auditor**

Claims Audit Report  
July 2013

Warrant	Date	No of Claims	Total Amount	Account	
1F(PR)	7/2/13	1	\$8,771.78	federal	
1A(PR)	7/2/13	1	220,616.65	general	
1TA(PR)	7/3/13	8	61,277.87	trust & agency	voided check #13527
2TA	7/9/13	4	686,135.69	trust & agency	
3TA(PR)	7/16/13	8	75,508.30	trust & agency	
2F(PR)	7/16/13	1	12,679.70	federal	
2A(PR)	7/16/13	2	61,308.99	general	
3F	7/17/13	3	1,147.50	federal	
3A	7/19/13	71	1,044,511.37	general	voided warrant
4A	7/22/13	71	1,050,080.92	general	reissued 3A warrant
5A	7/25/13	1	8,040.52	general	
6A(PR)	7/30/13	2	61,954.61	general	
4F(PR)	7/30/13	1	18,317.58	federal	
4TA(PR)	7/30/13	6	77,963.30	trust & agency	

Submitted by: Kare Mancino 8/12/13