

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: 3/11/14

Warrant Number: 17 warrants

Check Numbers: 296 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 3/11/14

Claims Auditor

Claims Audit Report
February 2014

Warrant	Date	No of Claims	Total Amount	Account	
29F	2/4/14	6	\$5,030.52	federal	
25TA	2/10/14	4	681,571.33	trust & agency	
31F(PR)	2/11/14	1	12,736.60	federal	
24C(PR)	2/11/14	1	6,794.33	cafeteria	
36A(PR)	2/11/14	2	479,208.45	general	
26TA(PR)	2/11/14	15	442,168.94	trust & agency	
4TE	2/12/14	1	675.70	scholarship	
34A	2/12/14	103	761,884.90	general	
22C	2/14/14	13	17,144.79	cafeteria	
23C	2/18/14	12	25,201.64	cafeteria	
30F	2/19/14	7	15,913.45	federal	
6H	2/25/14	6	31,037.52	capital	
35A	2/25/14	104	174,975.55	general	voided check#83800;#83978;#83902;#83965
27TA(PR)	2/26/14	17	458,802.19	trust & agency	
37A(PR)	2/26/14	2	470,564.17	general	
25C(PR)	2/26/14	1	6,238.31	cafeteria	
32F(PR)	2/26/14	1	13,095.19	federal	

Submitted by: Korie Mancuso 3/11/14