

Claims Audit Report  
February 2016

Warrant	Date	No of Claims	Total Amount	Account		
8H	2/25/16	7	\$56,941.78	capital		
35A	2/9/16	129	\$484,770.30	general	voided check#92097, #92121, #92122, #92123, #92140 during printing	
37A	2/25/16	116	\$215,043.33	general	voided check#92155, #92158, #92262 during printing	
14C	2/1/16	13	16,391.08	cafeteria	voided check#15645 during printing	
15C	2/19/16	14	15,718.81	cafeteria	voided check#15667 during printing	
13F	2/11/16	4	1,804.68	federal		
14F	2/25/16	4	57,178.24	federal		
25TA(PR)	2/10/16	16	1,195,399.97	trust&agency		
26TA	2/10/16	4	735,959.79	trust&agency		
27TA(PR)	2/24/16	19	1,210,943.04	trust&agency		
3TE	2/19/16	1	901.93	scholarship		

Submitted by: Karee Mancino 3/3/16

**AVERILL PARK CENTRAL SCHOOL DISTRICT**

**Checklist for Audit of Claims**

**Date:** 3/3/16

**Warrant Number:** 11 warrants

**Check Numbers:** 327 checks ~~to~~ \_\_\_\_\_

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:** \_\_\_\_\_

**Claims Auditor**