

Claims Audit Report  
July 2016

Warrant	Date	No of Claims	Total Amount	Account	
1H	7/27/16	6	\$782,164.44	capital	
3A	7/13/16	94	\$1,018,592.07	general	voided check#93523 during printing
4A	7/26/16	45	\$276,029.80	general	voided check#93530; #93560, #93561 during printing
					voided check #93462 wrong amount
1F	7/19/16	5	2,104.06	federal	
1TA(PR)	6/29/16	8	376,261.82	trust&agency	
2TA(PR)	7/13/16	8	219,869.19	trust&agency	
3TA(PR)	7/28/16	9	250,989.42	trust&agency	

Submitted by: Kyue Mancuso 8/9/16

**AVERILL PARK CENTRAL SCHOOL DISTRICT**

**Checklist for Audit of Claims**

**Date:** 8/9/16

**Warrant Number:** 7 warrants

**Check Numbers:** 175 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:** Karee Mancini 8/9/16  
**Claims Auditor**