

Claims Audit Report  
August 2016

Warrant	Date	No of Claims	Total Amount	Account	
2H	8/25/16	10	\$627,330.24	capital	
6A	8/9/16	119	\$1,266,490.29	general	voided check#93585; #93586; #93587; #93588 during printing
					voiddd check#93679; #93680 during printing
8A	8/25/16	94	\$74,767.55	general	voided check#93693; #93694; #93700; #93775 during printing
					voided check #93764 waiting for W9; voided check#93583 damaged
2F	8/17/16	8	56,037.15	federal	
3F	8/31/16	3	21,812.18	federal	
1C	8/29/16	25	2,033.93	cafeteria	
4TA(PR)	8/10/16	8	258,798.80	trust&agency	
5TA(PR)	8/24/16	10	263,000.14	trust&agency	

Submitted by: Kare Mancino 9/5/16

**AVERILL PARK CENTRAL SCHOOL DISTRICT**

**Checklist for Audit of Claims**

**Date:** 9/5/16

**Warrant Number:** 8 warrants

**Check Numbers:** 277 checks ~~to~~

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 completed:** \_\_\_\_\_  
**Accounts Payable Clerk**

**Certified:** Rene Spencer 9/5/16  
**Claims Auditor**