

**Claims Audit Report  
December 2018**

Warrant	Date	No of Claims	Total Amount	Account	
4H	12/28/18	1	\$25,600.00	capital	
24A	12/12/18	141	\$205,662.53	general	voided check #101085; #101139; #101196 during printing
					voided check #101207; #101208 during printing
26A	12/28/18	164	\$214,008.60	general	voided check#101323; #101371 during printing
8C	12/4/18	8	\$10,097.98	cafeteria	
9C	12/17/18	11	\$14,351.78	cafeteria	voided check#16509 during printing
10F	12/13/18	4	\$3,622.90	federal	
13TA(PR)	12/13/18	13	\$1,244,537.70	trust&agency	
14TA(PR)	12/28/18	16	\$1,309,993.82	trust&agency	

Submitted by: Karelynne 1/8/19

**AVERILL PARK CENTRAL SCHOOL DISTRICT**

**Checklist for Audit of Claims**

**Date:** 1/8/19

**Warrant Number:** 8 warrants

**Check Numbers:** 358 checks ~~10~~

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:

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**Pre-audit completed:** \_\_\_\_\_

**Accounts Payable Clerk**

**Certified:** Kore Monrois 1/8/19  
**Claims Auditor**