

**Claims Audit Report
March 2019**

Warrant	Date	No of Claims	Total Amount	Account	
6H	3/26/19	3	\$12,525.00	capital	voided check#3690 wrong address
36A	3/4/19	99	\$1,460,446.65	general	voided check #10672 wrong vender; voided check#100838 lost check voided check#101851;#101852;#101853;#101854;#101855 during printing
38A	3/19/19	100	\$176,165.31	general	voided check#101917;#101927;#101956;#101970 during printing
15C	3/14/19	11	\$16,165.94	cafeteria	
16C	3/26/19	12	\$17,272.58	cafeteria	voided check#16586 during printing
14F	3/29/19	6	\$7,926.90	federal	
19TA(PR)	3/6/19	14	\$1,288,067.45	trust&agency	
20TA(PR)	3/20/19	17	\$1,322,650.91	trust&agency	

Submitted by: Kare Mancino 4/2/19

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: 4/2/19

Warrant Number: 8 warrants

Check Numbers: 262 checks ~~X~~

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: Kate Mancini 4/2/19
Claims Auditor