

**Claims Audit Report
May 2019**

Warrant	Date	No of Claims	Total Amount	Account	
44A	5/1/19	111	\$1,403,046.24	general	voided check#99525;#100725;#100729;#96114 lost checks voided check#100779;#99515 lost checks voided check#102312;#102313;#102314;#102315;#102316 during printing
47A	5/15/19	174	\$188,143.03	general	voided check#102405;#102457;#102470; #102489;#102490 during printing voided check#102254 payment in error; voided check#100729 lost check voided check#102343 new invoice issued; voided check#99436 lost check
48A	5/30/19	155	\$1,587,085.32	general	voided check#102519;#102520;#102659 during printing voided check#102626;#102627;#102628;#102629;#102630 during printing
19C	5/8/19	15	\$14,836.85	cafeteria	voided check#16587 lost check; voided check#16620;#16622 during printing
20C	5/20/19	12	\$18,578.72	cafeteria	voided check#16634 during printing
16F	5/3/19	4	\$3,425.80	federal	
17F	5/17/19	4	\$3,686.16	federal	
23TA(PR)	5/1/19	14	\$1,268,374.53	trust&agency	
24TA(PR)	5/15/19	14	\$1,251,806.29	trust&agency	
25TA(PR)	5/30/19	17	\$1,328,719.25	trust&agency	

Submitted by: Karee Mancini 6/4/19

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: 12/4/19

Warrant Number: 10 warrants

Check Numbers: 500 checks ~~74~~

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: Rose Mancini 6/11/19
Claims Auditor