

CLAIMS AUDIT REPORT  
SEPTEMBER 2019

Warrant	Date	No of Claims	Total Amount	Account	Comments
A9	9/2/2019	119	\$ 137,490.67	General	
A11	9/15/2019	150	\$ 1,145,933.27	General	
C4	9/8/2019	11	\$ 17,657.17	Café	
C5	9/20/2019	13	\$ 14,139.14	Café	
TA5	9/5/2019	13	\$ 1,346,407.93	Payroll	
TA6	9/18/2019	17	\$ 1,324,518.71	Payroll	
TE1	9/9/2019	1	\$ 473.16	Scholarship	

Submitted by:

Guionne M. Phillips

WERRILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: 10-15-19

Warrant Number: 7 warrants

Check Numbers: 324 checks

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: Claims Auditor Date

Pre-audit: Accounts Payable Clerk Date

Certified: Guernsey, Phillip 10-15-19  
Claims Auditor Date