

AVERILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: March 16, 2020

Warrant Number: 10 warrants

Checks/Transactions 275

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: *Yvonne Phillips*  
**Claims Auditor**

3-16-2020  
**Date**

CLAIMS AUDIT REPORT  
FEBRUARY 2020

Warrant	Date	No of Claims	Total Amount	Account	Comments
A31	2/2/2020	91	\$ 1,448,162.24	General	Ck 104416 voided for reissue; Ck 104823, 104824, 104825, 104826, 104827 voided in printing (Questar); Ck 104843, 10484 voided in printing (Tremont)
A34	2/24/2020	123	\$ 219,662.08	General	Ck 104856 voided in printing (School System); Ck 104865 voided in printing (Amazon); Ck 104918 voided in printing (Mason); Ck 104964 voided in printing (Tremont); Ck 104948 voided in printing (Saratoga Taxi)
C15	2/4/2020	8	\$ 4,865.23	Café	
C16	2/26/2019	10	\$ 19,585.04	Café	Ck 16842 voided in printing (Dzembos)
F12	2/5/2020	3	\$ 8,496.00	Federal	
F13	2/19/2020	4	\$ 4,199.73	Federal	
H5	2/26/2020	1	\$ 12,000.00	Capital	
TA16	2/5/2020	16	\$ 1,298,993.18	Payroll	
TA17	2/21/2020	18	\$ 1,341,053.14	Payroll	
TE3	2/25/2020	1	\$ 228.00	Scholarship	
			<u>275</u>		

Submitted by:

*Guorine Phillips*