

AVERRILL PARK CENTRAL SCHOOL DISTRICT

Checklist for Audit of Claims

Date: June 16, 2020

Warrant Number: 10 warrants

Checks/Transactions 261

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: _____
Claims Auditor

_____ **Date**

Pre-audit: _____
Accounts Payable Clerk

_____ **Date**

Certified: *Yvonne Phillips*
Claims Auditor

6-16-20
Date

CLAIMS AUDIT REPORT
MAY 2020

Warrant	Date	No of Claims	Total Amount	Account	Comments
A46	5/15/2020	64	\$ 64,351.29	General	Cks 104752, 105050, 105087, 105134 voided Ck105414 voided in printing (Home Depot)
A47	5/27/2020	130	\$ 543,558.23	General	Ck 105479 voided in printing Amazon Cks 105522, 105523, 105524, 105525, 105526 voided in printing (Questar)
C21	5/6/2020	4	\$ 4,206.33	Café	
C22	5/20/2020	5	\$ 4,147.92	Café	
F18	5/27/2020	3	\$ 683.17	Federal	
H7	5/27/2020	1	\$ 4,000.00	Capital	
TA22	5/1/2020	12	\$ 1,255,707.09	Payroll	ACH 467-471
TA23	5/15/2020	12	\$ 1,251,908.46	Payroll	ACH 472-476
TA24	5/27/2020	16	\$ 1,306,977.32	Payroll	ACH 477-482
TE4	5/20/2020	14	0 (\$7,775.00)	Scholarships	Cks 1816, 1817, 1864, 1885, 1897, 1981 voided to reissue

Submitted by:

