

***Internal Claims Auditor Report
Certification of Warrant
Audit of Disbursements
November 2021***

Checks issued off-cycle: None.

Confirming Purchase Orders - (Goods or services began/received prior to the PO being issued):

- | | | | |
|-------------------------|------------|------------|---------------------------------|
| • Edmentum | PO# 220671 | \$7,500.00 | License for Classroom Coaching. |
| • Preferred Group Plans | PO# 220814 | \$540.00 | Flex Plans Administration |

Prior Year Invoices:

- | | | | |
|--|----------------------|------------|-------------------------------------|
| • American Arbitration | PO# 220686 | \$300.00. | Personnel Grievance Case #35960. |
| • Rainbow Gifts & Flowers
Graduation - Inv# 01811 | Claim Form | \$600.00 | Flowers for STEAM Academy |
| • Music & Arts | PO#s 210849 & 210963 | \$3,631.38 | Equipment Repairs & other services. |

Additional Information/Adjustments Necessary for Approval:

- Creative Library Concepts. -PO# 211162, invoice# 100378.01 for \$15,396.62 was for the installation of library furniture at Mandela. There was no indication that the furniture had been delivered and installed. This required several follow up calls to the school and was eventually obtained.
- Discovery Education Inc – this vendor provides textbooks. The budget code of invoice # CINV-021570 for the payment of \$203,000. (PO# 220682) brought to the attention of management. This purchase had been charged to supplies instead of textbook , which are state aidable.

Other observations/ comments:

- A. Update on the unapplied payments to Con Edison :Hillary Thompson, of the Purchasing department, has spoken with a someone at Con Edison that is working on correcting this problem regarding the processing of a \$36k payment from May 2020 that wasn't credited to our account(s).
- B. Use of incorrect account codes - I continue to see disbursements that appear to be coded to the wrong budget codes. I have referred these to Accounting department staff for review and correction, if necessary.

Kathy D. Kelley

Kathy D. Kelley,
Internal Claims Auditor
January 9, 2022