

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

**Checks issued prior to review by the Claims Auditor:**

Six vouchers were added to the May 25<sup>th</sup> check run that had not been reviewed by the Claims Auditor. This was an apparent clerical error that resulted from an assumption the auditor was returning the following day. A post review was conducted on June 5<sup>th</sup> and no concerns were noted. They are as follows:

- Follett School Solutions – Check# 82453, \$3,342.01.
- Helene F. Alouf, check# 298475, \$500.00.
- Heinemann, deposit# 82458, \$3,442.25.
- Loni Stein, check# 298479, \$300.00.
- Marble Soft LLC, check# 298480, \$ 61.15.
- McGraw Hill, check# 298492, \$9,935.10.

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

- |                  |            |          |                                 |
|------------------|------------|----------|---------------------------------|
| • Toni A. Gamils | PO# 211263 | \$900.00 | Consultant for the Teacher Ctr. |
|------------------|------------|----------|---------------------------------|

**Prior Year Invoices:**

- |                           |            |             |                         |
|---------------------------|------------|-------------|-------------------------|
| • Almstead Tree and Shrub | Claim Form | \$2,165.00  | Landscaping Work.       |
| • The Hallen Center       | Claim Form | \$15,357.00 | Out of District Tuition |

**Additional Information/Adjustments Necessary for Approval:**

- |                           |            |         |                                   |
|---------------------------|------------|---------|-----------------------------------|
| • Ready Refresh by Nestle | PO# 210202 | \$55.88 | Bottled water & dispenser rental. |
|---------------------------|------------|---------|-----------------------------------|

The payment of invoice #01D0445844277 included a portion of an opening balance of \$69.86, that had been previously paid. The remittance amount was adjusted, as necessary.

- |                    |            |            |         |
|--------------------|------------|------------|---------|
| • Sandbox Sign Co. | PO# 211072 | \$7,573.62 | Signage |
|--------------------|------------|------------|---------|

The payment of invoice# 6038 was pulled pending resolution of a shipping charge from a third-party supplier.

There were other corrections for minor clerical errors.

**Other observations/ comments:**

American Express charge card- as I stated in my February report, once again this voucher packet was incomplete on the day of my review. The missing documentation is on the District Clerk's account. This documentation is subsequently received but should be available during my review.

*Kathy D. Kelley*  
Kathy D. Kelley,  
Internal Claims Auditor  
June 15, 2021