

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

Checks issued off-cycle this month:

Three off-cycle checks were reviewed and issued on 4/15/2021 as follows:

- Friendship for Tots - \$47,500.00
- Our Lady of Victory School – 47,500.00
- Westchester Community Opportunity Svcs. - \$38,000.00

These vouchers were not received in time for the scheduled check run on April 9, 2021. The issuance of checks off-cycle creates additional workload for all involved.

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

- Phoenix Graphics PO# 211218 \$1,485.00 Printing for Election/Budget Vote

Prior Year Invoices:

- Summit Heating & A/C Claim Form \$62.00 Repair of Walk in Freezer at MVHS.
- W.B. Mason Claim Form \$459.36 Custodial Supplies

Additional Information/Adjustments Necessary for Approval:

- The Easy Part PO# 211090 \$14,000 Student Assembly Consultant for Thornton

Invoice # 0068 for four student assembly presentations included a charge of \$3,500 for a future date (May 5th). The remittance amount was reduced to \$10,500 to avoid a prepayment.

There were some minor clerical errors and request for additional documentation necessary to approve some payments.

Other observations/ comments:

My review of the vouchers for Herc Rental and a reimbursement for a Pre-K enrichment purchase will be addressed with line management.

Kathy D. Kelley
Kathy D. Kelley,
Internal Claims Auditor
May 12, 2021