

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

Checks issued off-cycle this month:

Three off-cycle checks were issued on 3/9/2021 without a review by the Claims Auditor as follows:

- HD Accounting Services LLC totaling \$2,937.70.
- Monifa Jackson - \$26.35

These payment were identified as part of my post review of disbursement funding reports. A subsequent review was completed on April 28, 2021.

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

• Atlas Party Rental	PO# 211029	\$958.00	Culinary Program Grand Opening
• Atmosphere Academy	PO# 211068	\$19,095.60	Special Ed Placement
• Broadspire Svcs., Inc.	PO# 211089	\$14,628.00	Professional Services
• Digital Provisions	PO# 200700	\$17,153.21	Video Surveillance System
• Discovery Education	PO# 211038	\$500.00	Science Workbook for Lincoln School

Prior Year Invoices:

- None noted.

Additional Information/Adjustments Necessary for Approval:

- A payment to the district's security consultant, EES Security Services, included four hours for services rendered during the re-opening ceremony for the culinary program. These hours were not supported by a sign-in sheet, as is the practice, and thus were not paid pending receipt of this documentation. To date, these hours have not been resubmitted for payment.
- There were some minor clerical errors that were corrected prior to processing the payment.

Other observations/ comments:

As I have indicated previously, more attention needs to be paid when processing payments. Many orders are completed by company affiliates, or other related parties, and the checks should be made payable to, and mailed to, these entities. Doing otherwise delays the receipt and processing of these payment. During the current period, I identified some payments for School Specialty, PO# 210982, for \$531.52. In addition, a correction was made for a payment in the amount of \$25,000 to the Law Firm of Geraldine Mc Mahon, as was indicted in the documentation, instead of Ms. McMahon personally.

Kathy D. Kelley

Kathy D. Kelley,
Internal Claims Auditor
April 28, 2020