

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

Checks issued off-cycle this month:

None.

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

• Baroque Violin	PO# 210968	\$70.00	Violin Rental
• Donato Construction	PO# 210988	\$10,500.00	Masonry Work at Mandela
• Elizabeth Gallo	PO# 210933	\$300.00	Teacher Center Consultant
• Precise Translations	PO# 210981	\$298.16	Translation Services for Spec. Ed.
• Quadient Inc.	PO# 210961	\$4,432.50	Mailroom Equipment

Prior Year Invoices:

• Absolutely Trophies	Claim -FY 19/20	\$480.00	Prizes for Family Holiday Party -Ofc of CS
• Crown A/C & Heating	Claim -FY 19/20	\$4,151.49	Boiler repairs & maintenance
• Fire Systems	Claim-Form	\$26,635.00	Fire Alarm Services for FYs 18/19 & 19/20
• The College Board	Claim -FY 19/20	\$148.50	SAT SD w/o Essay for MVHS

Additional Information/Adjustments Necessary for Approval:

- There were some minor clerical errors that were corrected prior to processing the payment.

Review and approval of the American Express bill:

The district's American Express account is used to purchase items necessary for district operations. These purchases are typically for business meals, EZ pass charges, charges for advertising and promotions via Facebook and other media outlets and other last minute, unplanned, items. These expenditures, which are paid on a claim form, do not go through the normal purchasing process. Most of the activity on the district's account is charged by the District Clerk.

On occasion, the voucher packet is not complete. There are missing receipts and other supporting documents, specifically a note to the Claims Auditor, prepared by the District Clerk, which explains the business purpose(s) for the items purchased. During the current period, there were three missing receipts, all of which were subsequently located, and the statement document from the District Clerk. I have previously approved the American Express payment pending subsequent review of all relevant documentation to facilitate timely payment and the avoidance of late charges. Going forward, please ensure that the voucher is complete **prior** to my review. Thank you.

Other observations/ comments:

Additional follow-up and/or management involvement, is still needed to resolve an uncredited Con Edison payment of \$30,493.82, from last May. All relevant parties have been notified of this by Kevin Austin, the Capital Projects consultant, in an email dated March 12, 2021.

Kathy D. Kelley

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