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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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August 14, 2019

**VIA EMAIL**

Ms. Kathi Kivi  
District Clerk  
East Ramapo Central School District  
105 South Madison Avenue  
Spring Valley, NY 10977

**Re: Claims Audit Report for July 2019**

Dear Ms. Kivi:

Enclosed please find a copy of our Claims Audit Report for July 2019. Please distribute a copy to the Assistant Superintendent for Finance and distribute a copy to each of the Board members of the East Ramapo Central School District.

Thank you for your assistance in this matter.

Sincerely yours,

*Darin V. Iacobelli*

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Darin V. Iacobelli, CPA

Enclosure



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

August 14, 2019

**VIA EMAIL**

Board of Education  
East Ramapo Central School District  
105 South Madison Avenue  
Spring Valley, NY 10977

***Re: Claims Audit Report for the Month of  
July 1, 2019 through July 31, 2019***

Board of Education:

We have completed our claims auditing services to the East Ramapo Central School District covering the time period of July 1, 2019 through July 31, 2019. The services we performed, as outlined within our proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, our findings, and recommendations.

For ease of reference we have categorized the remainder of this report as follow:

**Claims Audit Services**

**Exhibits**

**CLAIMS AUDIT SERVICES**

The claims audit services performed on each claim against the District consisted of:

1. Verification of the accuracy of invoices and claim forms.
2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district.
3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state law.

*Board of Education  
East Ramapo Central School District  
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*Re: Claims Audit Report for the Month of  
July 1, 2019 through July 31, 2019*

4. Comparison of invoices or claims with previously approved contracts.
5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges.
6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations.

Over the time period of July 1, 2019 through July 31, 2019 we have audited **400** claims against the District in the amount of **\$12,275,690.30** (See attached Exhibit I). We made inquiries and/or observations into **41** claims in the amount of **\$2,119,923.41**. It should be noted that currently, there are no outstanding inquiries in regard to the audit of claims made against the District for the period of July 1, 2019 through July 31, 2019. We have summarized the inquiries and/or observations as well as the resolutions within Exhibit II.

Please note that for comparative purposes, we have attached Exhibit II – “Summary of Inquiries/Resolutions” for each of the prior months, if applicable.



We trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at 631-756-9500.

Very truly yours,

*Nawrocki Smith LLP*

**Claims Audit By Fund**  
**East Ramapo Central School District**  
**Exhibit I**  
**July 2019**

Legend:	
A - General	H - Capital
C - School Lunch	TA - Trust & Agency
F - Federal	CM - Scholarship

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
07/12/19	07/11/19	7	A	28	2,816,917.55	2	1,650,602.75	2	-	404100-404127
07/12/19	07/11/19	8	A	106	2,217,178.71	10	290,945.75	10	-	404128-404233
07/12/19	07/11/19	4	C	4	10,648.54	1	9,053.00	1	-	16332-16335
07/12/19	07/11/19	9	F	81	1,279,323.18	12	18,134.24	12	-	52298-52378
07/12/19	07/11/19	3	H	2	379,575.00	-	-	-	-	234-235
07/12/19	07/11/19	5	TA	11	3,097.63	-	-	-	-	36698-36708
07/12/19	07/11/19	6	CM	2	2,000.00	-	-	-	-	2630-2631
<b>TOTAL</b>				<b>234</b>	<b>\$ 6,708,740.61</b>	<b>25</b>	<b>\$ 1,968,735.74</b>	<b>25</b>	<b>-</b>	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
07/19/19	07/18/19	11	A	11	217,005.56	2	35,815.61	2	-	404234-404244
07/19/19	07/18/19	16	A	48	3,560,137.89	4	25,957.42	4	-	404245-404292
07/19/19	07/18/19	13	C	1	312,304.04	-	-	-	-	16336
07/19/19	07/18/19	17	F	30	386,510.30	4	21,425.13	4	-	52379-52408
07/19/19	07/18/19	15	H	4	78,800.39	2	42,980.39	2	-	236-239
07/19/19	07/18/19	14	TA	2	54,467.46	-	-	-	-	36717-36718
07/19/19	07/18/19	10	CM	1	500.00	-	-	-	-	2632
<b>TOTAL</b>				<b>97</b>	<b>\$ 4,609,725.64</b>	<b>12</b>	<b>\$ 126,178.55</b>	<b>12</b>	<b>-</b>	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
07/26/19	07/25/19	18	A	3	56,039.82	-	-	-	-	404294-404296
07/26/19	07/25/19	19	A	35	388,430.30	3	24,401.15	3	-	404293; 404297-404330
07/26/19	07/25/19	21	F	27	49,070.31	1	607.97	1	-	52409-52435
07/26/19	07/25/19	20	H	4	463,683.62	-	-	-	-	240-243
<b>TOTAL</b>				<b>69</b>	<b>\$ 957,224.05</b>	<b>4</b>	<b>\$ 25,009.12</b>	<b>4</b>	<b>-</b>	

<b>GRAND TOTAL</b>				<b>400</b>	<b>\$ 12,275,690.30</b>	<b>41</b>	<b>\$ 2,119,923.41</b>	<b>41</b>	<b>-</b>	
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\*Payroll Warrants are included for informational purposes only and have not been reviewed.

Check Date	Payroll Run Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
07/06/19	07/06/19	1	TA	18	170,149.42	-	-	-	-	36281-36284; Wires
07/09/19	07/09/19	2	TA	6	43,417.86	-	-	-	-	Wires
07/19/19	07/19/19	12	TA	31	513,834.84	-	-	-	-	36709-36716; Wires
<b>TOTAL</b>				<b>55</b>	<b>\$ 727,402.12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

East Ramapo Central School District  
 Claims Audit - Analysis by Number of Inquiries & Dollar Value  
 Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims  
 Exhibit II  
 2019 / 2020 YTD

Reason For Inquiry	Resolution	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Incorrect accounts payable amount	Amount adjusted prior to payment	4	1.00%				
Paid sales tax	n/a	-	0.00%				
Incorrect remittance address	Address verified	3	0.75%				
Insufficient supporting documentation	n/a	-	0.00%				
Invoice date precedes purchase order date	Noted by Business Office	15	3.75%				
Invoice over 90 days outstanding	Verified not a duplicate payment	18	4.50%				
Missing receiving or approval signature	n/a	-	0.00%				
Not an original invoice or receipt	Copy or fax accepted	1	0.25%				
Receipts not itemized	n/a	-	0.00%				
<b>Total Number (#) of Inquiries</b>		<b>41</b>	<b>10.25%</b>				
<b>Total Claims Audited</b>		<b>400</b>	<b>100.00%</b>				
<b>Total Outstanding Inquiries</b>		<b>none</b>					

Reason For Inquiry	Resolution	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Incorrect accounts payable amount*	Amount adjusted prior to payment*	133,979.01	1.09%				
Paid sales tax*	n/a	-	0.00%				
Incorrect remittance address	Address verified	2,554.80	0.02%				
Insufficient supporting documentation	n/a	-	0.00%				
Invoice date precedes purchase order date	Noted by Business Office	1,801,840.05	14.68%				
Invoice over 90 days outstanding	Verified not a duplicate payment	181,233.64	1.48%				
Missing receiving or approval signature	n/a	-	0.00%				
Not an original invoice or receipt	Copy or fax accepted	315.91	0.00%				
Receipts not itemized	n/a	-	0.00%				
<b>Total Value (\$) of Inquiries</b>		<b>\$ 2,119,923.41</b>	<b>17.27%</b>				
<b>Total Claims Audited</b>		<b>\$ 12,275,690.30</b>	<b>100.00%</b>				
<b>Total Outstanding Inquiries</b>		<b>none</b>					

\* Note: Inquiry Amounts for each month reflect the entire check amounts associated with each incorrect accounts payable amount and paid sales tax inquires.  
 The table below reflects each month's actual net adjustment for incorrect accounts payable amount and paid sales tax inquiries.

Reason For Inquiry	Resolution	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Incorrect accounts payable amount*	Amount adjusted prior to payment*	\$ (24,074.35)	-0.20%				
Paid sales tax*	Amount adjusted prior to payment*	\$ -	0.00%				
<b>Total Claims Audited</b>		<b>\$ 12,275,690.30</b>	<b>100.00%</b>				