

EAST RAMAPO CENTRAL SCHOOL DISTRICT
WARRANTS AUDITED AND APPROVED FOR PAYMENT DURING NOVEMBER 1, 2015 TO NOVEMBER 30, 2015

Warrant Number	Warrant Date	Fund	Beginning Check Number	Ending Check Number	Number of Claims on Warrant	Total Warrant Amount	Number of Claims with Inquiries	Value of Claims with Inquiries	Number of Claims Outstanding
0058	10/26/15	A	369739	369739	1	3,173,568.16	0	\$0.00	0
0059	10/28/15	A	369740	369745	6	42,561.54	0	0.00	0
0060	10/30/15	TA	034631	034652	51	2,131,704.50	0	0.00	0
0061	11/9/15	TA	Wire Transfer		6	52,624.01	0	0.00	0
0062	11/6/15	C	016051	016056	6	23,833.80	0	0.00	0
0063	11/6/15	A	369746	369920	175	2,428,613.69	3	17,823.00	0
0064	11/6/15	F	047035	047081	47	479,706.17	0	0.00	0
0065	11/13/15	TA	034653	034674	51	2,081,978.10	0	0.00	0
0066	11/13/15	A	369921	369923	3	29,287.36	0	0.00	0
0067	11/20/15	C	016057	016059	3	669,204.54	0	0.00	0
0068	11/20/15	TA	034675	034677	3	53,404.33	0	0.00	0
0069	11/20/15	A	369924	370108	185	5,775,747.45	3	71,037.76	0
0070	11/20/15	F	047082	047133	52	1,237,650.82	3	34,182.08	0
					589	\$18,179,884.47	9	\$123,042.84	0
					Total Claims	Total Value of Warrants	Total Number of Inquiries	Total Value of Inquiries	Total Outstanding

Key:	
A	= General Fund
F	= Federal Fund
C	= School Lunch Fund
CM	= Scholarship Fund
H	= Capital Fund
TA	= Trust & Agency Fund
*	= Check was voided

EAST RAMAPO CENTRAL SCHOOL DISTRICT
FINDINGS OF THE CLAIMS AUDIT FOR THE PERIOD OF NOVEMBER 1, 2015 TO NOVEMBER 30, 2015

Warrant Number	Warrant Date	Fund	Purchase Order Number	Check Number	Check Amount	Vendor	Reason for Inquiry	Business Office Response	Resolution/Comments
0063	11/6/15	A	SO16-02629	369762	\$50.00	BOCES Putnam Northern Westchester	Confirming Purchase Order	Noted By Business Office	Recommend that purchase orders be issued prior to purchasing goods or the rendering of services to be in accordance with District's purchasing policy.
0063	11/6/15	A	FP16-02156	369766	5,125.00	Capital Area School Development Assoc.	Confirming Purchase Order	Noted By Business Office	Recommend that purchase orders be issued prior to purchasing goods or the rendering of services to be in accordance with District's purchasing policy.
0063	11/6/15	A	SS16-02020	369769	12,648.00	CDW-Government, Inc.	Adjustment for one item not received.	Bill decreased by \$248.	Recommend that only items received be approved for payment.
0069	11/20/15	A	BG16-02664,02666,02669,02670 & 02671	369984	19,922.00	Eisenbach & Ruhne Engineering, P.C.	Confirming Purchase Order and Expenses submitted without supporting documents.	Noted By Business Office, one invoice reduced by \$704 and second invoice reduced by \$130.50.	Recommend that purchase orders be issued prior to purchasing goods or the rendering of services to be in accordance with District's purchasing policy. Recommend that requests for reimbursement of expenses be supported with documentation.
0069	11/20/15	A	BO16-01511	370000	49,015.05	Harris Beach PLLC	Miscellaneous administration charges approved without detailed supporting documentation.	The district letter of engagement with the attorney allows for charges in incidental services as photocopying, delivery charges, fax etc. It would be very time consuming for this vendor to provide support for each of these incidental services which would increase their billing to us.	Recommend that requests for reimbursement of expenses be supported with documentation.
0069	11/20/15	A	TR16-00158	370006	2,100.71	HO Penn Machinery Company, Inc.	Invoice amount was mistakenly reduced by credit amount processed on separate record.	Check increased by \$1,183.02.	Recommend that all vendor invoice corrections be reviewed so that payment is made for true amount due.
0070	11/20/15	F	OC16-02470	047082	33,907.97	Achieve 3000	Typographical error listed invoice as \$3,309.97.	Corrected By Business Office	Recommend that warrant amounts be in agreement with authorized documentation.
0070	11/20/15	F	FP15-03253	047089	99.58	Cascade Inc.	Invoice number entered incorrectly, appears to have been previously paid under prior number.	Invoice for \$259.20 pulled for further research by Business Office.	Recommend old invoices be thoroughly researched to ensure that prior payment has not been made.
0070	11/20/15	F	SS16-02256	047103	174.53	Evergreen Kosher LLC	Confirming Purchase Order	Noted By Business Office	Recommend that purchase orders be issued prior to purchasing goods or the rendering of services to be in accordance with District's purchasing policy.
					\$123,042.84				