

Ernest Patrick Smith
Lauren M. Agunzo
John K. Hoffman
Michael E. Nawrocki



Darin V. Iacobelli
David M. Tellier
Christopher Angotta

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

January 20, 2023

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 December 2022

Dear Ms. Kivi:

Enclosed please find a copy of our Claims Audit Report for December 2022. Please distribute a copy to the Assistant Superintendent for Business 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

Darin V. Iacobelli, CPA

Enclosure



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

January 20, 2023

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
December 1, 2022 through December 31, 2022***

Board of Education:

We have completed our claims auditing services to the East Ramapo Central School District covering the time period of December 1, 2022 through December 31, 2022. 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
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***Re: Claims Audit Report for the Month of
December 1, 2022 through December 31, 2022***

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 December 1, 2022 through December 31, 2022 we have audited **1,455** claims against the District in the amount of **\$14,873,915.33** (See attached Exhibit I). We made inquiries and/or observations into **32** claims in the amount of **\$935,297.17**. 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, 2022 through December 31, 2022. 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.

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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
December 2022

Legend:	
A - General	H - Capital
C - School Lunch	CM - Scholarship
F - Special Aid	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
12/07/22	12/07/22	81	A	70	2,188,916.82	4	9,027.55	4	-	Voids; 432114-432179
12/07/22	12/07/22	84	A	16	1,267,254.44	2	258,718.16	2	-	432182-432197
12/07/22	12/07/22	85	A	2	98,053.16	-	-	-	-	432180-432181
12/07/22	12/07/22	10	C	1	1,900.00	-	-	-	-	17021
12/07/22	12/07/22	25	F	29	709,904.17	5	26,198.31	5	-	56532-56560
12/07/22	12/07/22	16	H	3	134,852.80	2	92,088.55	2	-	1053-1055
TOTAL				121	\$ 4,400,881.39	13	\$ 386,032.57	13	-	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
12/31/22	12/21/22	90	A	1094	732,240.00	-	-	-	-	432209-433302
12/21/22	12/21/22	91	A	24	1,398,972.06	3	448,139.36	3	-	Voids; 433303-433324
12/13/22	12/21/22	92	A	5	56,700.35	-	-	-	-	432203-432207
12/21/22	12/21/22	93	A	126	6,758,992.24	13	96,500.97	13	-	Voids; 432208; 433325-433441
12/21/22	12/21/22	95	A	7	303.00	-	-	-	-	Voids; 40125-40127
12/21/22	12/21/22	11	C	1	607,761.80	-	-	-	-	17022
12/21/22	12/21/22	26	F	76	917,464.59	3	4,624.27	3	-	Voids; 56561-56633
12/21/22	12/21/22	17	H	1	599.90	-	-	-	-	1056
TOTAL				1334	\$ 10,473,033.94	19	\$ 549,264.60	19	-	

GRAND TOTAL				1455	\$ 14,873,915.33	32	\$ 935,297.17	32	-	
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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
12/02/22	12/02/22	82	A	1	6,279,448.74	-	-	-	-	120222
12/02/22	12/02/22	83	A	21	5,378,868.06	-	-	-	-	78-82; 40093-40108
12/16/22	12/16/22	96	A	1	6,354,785.87	-	-	-	-	12162022
12/30/22	12/30/22	98	A	1	6,314,954.42	-	-	-	-	123022
12/31/22	12/31/22	106	A	1	9,143.64	-	-	-	-	123122
TOTAL				25	\$ 24,337,200.73	-	\$ -	-	-	

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
2022 / 2023 YTD

Reason For Inquiry	Resolution	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Incorrect accounts payable amount	Amount adjusted prior to payment*	1 0.30%	1 0.44%	4 0.28%	3 1.11%	2 0.42%	1 0.07%
Paid sales tax	Amount adjusted prior to payment*	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Duplicate payment	Transaction voided	- 0.00%	- 0.00%	- 0.00%	1 0.37%	- 0.00%	- 0.00%
Incorrect accounts payable amount	Adjust next invoice	- 0.00%	- 0.00%	1 0.07%	- 0.00%	- 0.00%	- 0.00%
Incorrect remittance address	Address verified	5 1.48%	3 1.33%	10 0.69%	3 1.11%	11 2.32%	8 0.55%
Insufficient supporting documentation	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Invoice date precedes purchase order date	Noted by Business Office	11 3.26%	21 9.29%	37 2.56%	20 7.38%	56 11.81%	23 1.58%
Invoice over 90 days outstanding	Verified not a duplicate payment	7 2.08%	10 4.42%	1 0.07%	3 1.11%	1 0.21%	- 0.00%
Missing receiving or approval signature	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Missing voucher packet	Transaction voided	- 0.00%	- 0.00%	1 0.07%	- 0.00%	- 0.00%	- 0.00%
Not an original invoice or receipt	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Paid sales tax	Transaction voided	- 0.00%	- 0.00%	1 0.07%	- 0.00%	- 0.00%	- 0.00%
Receipts not itemized	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Total Number (#) of Inquiries		24 7.12%	35 15.49%	55 3.81%	30 11.07%	70 14.77%	32 2.20%
Total Claims Audited		337 100.00%	226 100.00%	1,445 100.00%	271 100.00%	474 100.00%	1,455 100.00%
Total Outstanding Inquiries		none	none	none	none	none	none

Reason For Inquiry	Resolution	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Incorrect accounts payable amount*	Amount adjusted prior to payment*	8,528.55 0.08%	308,894.81 1.38%	106,040.53 0.57%	19,485.64 0.14%	14,596.45 0.07%	381.68 0.00%
Paid sales tax*	Amount adjusted prior to payment*	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Duplicate payment	Transaction voided	- 0.00%	- 0.00%	- 0.00%	3,214.00 0.02%	- 0.00%	- 0.00%
Incorrect accounts payable amount	Adjust next invoice	- 0.00%	- 0.00%	73,104.18 0.39%	- 0.00%	- 0.00%	- 0.00%
Incorrect remittance address	Address verified	1,181.80 0.01%	4,905.36 0.02%	40,245.44 0.22%	164,413.64 1.15%	53,581.71 0.26%	17,279.30 0.12%
Insufficient supporting documentation	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Invoice date precedes purchase order date	Noted by Business Office	2,446,600.37 23.47%	2,449,817.34 10.92%	1,023,864.04 5.50%	986,078.99 6.91%	6,525,974.81 32.03%	917,636.19 6.17%
Invoice over 90 days outstanding	Verified not a duplicate payment	14,509.74 0.14%	65,084.68 0.29%	40.66 0.00%	366.34 0.00%	35.12 0.00%	- 0.00%
Missing receiving or approval signature	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Missing voucher packet*	Transaction voided	- 0.00%	- 0.00%	219.98 0.00%	- 0.00%	- 0.00%	- 0.00%
Not an original invoice or receipt	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Paid sales tax*	Transaction voided	- 0.00%	- 0.00%	74.44 0.00%	- 0.00%	- 0.00%	- 0.00%
Receipts not itemized	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%
Total Value (\$) of Inquiries		\$ 2,470,820.46 23.70%	\$ 2,828,702.19 12.61%	\$ 1,243,589.27 6.68%	\$ 1,173,558.61 8.23%	\$ 6,594,188.09 32.36%	\$ 935,297.17 6.29%
Total Claims Audited		\$ 10,425,021.10 100.00%	\$ 22,436,771.64 100.00%	\$ 18,623,325.71 100.00%	\$ 14,263,373.32 100.00%	\$ 20,375,128.19 100.00%	\$ 14,873,915.33 100.00%
Total Outstanding Inquiries		none	none	none	none	none	none

* Note: Inquiry Amounts for each month reflect the entire check amounts associated with each incorrect accounts payable amount duplicate payments, missing voucher packets and paid sales tax inquiries.
The table below reflects each month's pending warrant amount prior to actual net adjustment for incorrect accounts payable amount, duplicate payments, missing voucher packets and paid sales tax inquiries.

Reason For Inquiry	Resolution	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Incorrect accounts payable amount*	Amount adjusted prior to payment*	\$ 267.03 0.00%	\$ (48,603.40) -0.22%	\$ (3.48) 0.00%	\$ (430.44) 0.00%	\$ 999.50 0.00%	\$ (4.08) 0.00%
Duplicate Payment*	Transaction voided*	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	\$ (3,214.00) -0.02%	\$ - 0.00%	\$ - 0.00%
Missing voucher packet*	Transaction voided*	\$ - 0.00%	\$ - 0.00%	\$ (219.98) 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%
Paid sales tax*	Amount adjusted prior to payment*	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%
Paid sales tax*	Transaction voided*	\$ - 0.00%	\$ - 0.00%	\$ (74.44) 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%
Total Pending Claims Audited		\$ 10,424,754.07 100.00%	\$ 22,485,375.04 100.00%	\$ 18,623,623.61 100.00%	\$ 14,267,017.76 100.00%	\$ 20,374,128.69 100.00%	\$ 14,873,919.41 100.00%