

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

Checks issued off-cycle:

1. 10/5/2021 – a payment of \$1,080.00 to Molly Schulman for performing physical exams for sports clearance.
 2. 10/15/2021 – a payment of \$2,078.73 to Elizabeth Smith, Parent Liaison.
- A post audit of these payments was performed, and no exceptions were noted.

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

- Milburn Sales Co., Inc. PO# 220723 \$9,651.96 Flooring & Carpet Repairs.

Prior Year Invoices:

- American Petroleum Equip. .Claim Form \$1,575.00. Tank Testing @ various bldgs.
- Capital Uniform Services Claim Form \$321.30 Dust Mops
- College Board Claim Form \$1,830.00 AP Exams for DWSA.
- DNK Events Claim Form \$2,410.00. Decorations for STEAM Academy
- Imperial Bag & Paper. Claim Form \$1,663.00 COVID 19 Supplies
- KONE Inc. Claim Form \$6,290.00 Elevator maintenance April & May 2021
- REACH LLC. PO# 210419 \$9,495.00 Williams LIT LK (See comment below)

Additional Information/Adjustments Necessary for Approval:

- A.T. Equipment Sales Corp. -Invoice # 6593 for \$1,863, for the purchase of roller shades in the Pre-K room at Rebecca Turner, was performed without a PO.
- Broadspire Services, Inc – this vendor provides insurance claims management services. The payment of invoice # 1013 for \$5,500 (PO# 220574) was pulled for clarification/ backup . Items being invoices were clearly defined and therefore I could not determine what services had been rendered. When I requested documentation to support this, I was informed that we are still awaiting the contracts from Legal. This was not the case as I learned in a later conversation with Mr. Silver. He is following up for the required explanation. However, the staff should have copies of all contracts, even unsigned ones, because receipt of the fully executed contract takes time, often lags the receipt of the first invoice, and administrators aren't always available when questions arise.
- Lolita Greene – employee reimbursement of expenses for attendance at an ASCA conference in Las Vegas was reduced by \$127.08 for meal charges. A portion of this amount was the meal expense for another employee attending the same conference. The remainder was for the surplus amount that exceeds the daily reimbursement limit, as per board policy. The employee was contacted and was also instructed that all district employees should file for their own travel reimbursements.
- REACH LLC. Education Solutions - payment of \$9,000. for services rendered for a virtual Facebook live panel discussion held on September 30,2021 were obtained without a PO.
- Summit Heating & Air Conditioning, Inc. – five invoices, totaling \$3,115.45, for repairs to kitchen equipment district wide that was received in July were not presented for payment until October. A statement on the claim form indicated that “without access to the C (School Lunch) Fund, the B&G staff was unable to create a PO for this vendor”. Assistance could have been provided by others in the Business Office.

Other observations/ comments:

- A. Rental of vehicles and other grounds maintenance equipment: The district rents vehicles and other equipment as needed. I have noted that this is done quite often and suggest that we review this activity and consider purchasing a pickup truck and other vehicles/ ground maintenance equipment that we use regularly. HERC Rentals is one of the vendors that we rent from. A vendor payment history report for last fiscal year shows the district spent \$151k for equipment rentals. Expenditures for this fiscal year (through October) total \$27k (current year's budget is \$200k). In addition, sometimes the equipment is delivered to the district from a New Jersey location, and we are charged a \$450 delivery fee in addition to the rental cost.
- B. Varsity Scoreboard LLC. PO# 220379 for \$3,615.00. The payment of an invoice for soccer goals, was approved by Mr. Silver so that the vendor could be paid. The evidence of receipt was incomplete, i.e., no packing slip (as required). The Business office should follow up with the Athletic department for signoff. I have previously suggested that this be done in all instances when the goods or services received have not been approved by the appropriate administrator that can attest that everything was delivered/and or received in good order and according to the applicable contact/ terms and conditions.
- C. Smart Moving & Storage Inc. – The district has been renting two storage units for several years for items moved out of Mandela the Ed Center. The current cost of the two units are \$3,500 and \$800 per month respectively. The POs are renewed every six months. The current POs (220177 & 220178) expire in December. A decision should be made what to do with the contents of these units to avoid this ongoing expense.

Kathy D. Kelley

Kathy D. Kelley,
Internal Claims Auditor
November 28, 2021