

**HORSEHEADS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF JULY 2016**

FUND	CHECK DATE	CHECK NUMBERS	TOTAL
GENERAL FUND	7/8/2016	180790-180828	\$ 516,874.58
	7/13/2016	180829-180884	\$ 351,570.23
	7/21/2016	180885-180965	\$ 257,654.06
	7/21/2016	180966	\$ 987.00
	7/27/2016	180967-181024	\$ 53,945.54
SPECIAL AID	7/8/2016	662534-662535	\$ 1,858.75
	7/21/2006	662536-662541	\$ 10,450.31
CAPITAL	7/21/2006	41629-41631	\$ 29,595.96
	7/27/2016	41632	\$ 4,561.45
T&A	7/8/2016	231588	\$ 26.50
	7/13/2016	231589-231590	\$ 233.18
	7/21/2016	231595-231596	\$ 2,000.00
	7/27/2016	231597	\$ 188.00

TOTAL # CHECKS AUDITED 253

TOTAL \$ AMOUNT AUDITED \$ 1,229,945.56

Christine Rice
CLAIMS AUDITOR SIGNATURE

7/28/2016
DATE

MP

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CLAIMS AUDITOR REPORT
FOR THE MONTH OF JULY 2016**

**THE FOLLOWING CLAIMS WERE NOT IN COMPLIANCE DUE TO THE DISCOVERED CONDITIONS LISTED.*

DISCOVERED CONDITION	CHECK #	VENDOR	AMOUNT	CLAIMS AUDITOR REQUESTED CORRECTION	CORRECTIVE ACTION TAKEN	COMMENTS
SALES TAX CHARGED	662537	Chemung Canal	289.68	Request credit for tax from credit card company or reimburse district for tax charged.	Paid to avoid late charges on district credit card.	Tax exempt forms should be used when making purchases with the district credit card.
REMIT NAME OR ADDRESS INCORRECT	180844	Elmira College	60.00	Seminar being held @ Elmira College, check payable to The Center for Mark Twain Studies	Check voided to make corrections for next check run.	None
REMIT NAME OR ADDRESS INCORRECT	180925	Holt McDougal	985.05	Wrong Vendor and remit chosen	Check voided to make corrections for next check run.	None
MISSING APPROVAL SIGNATURE	180807	McCormick's Band	3,682.34	Invoiced for 100 shoes, 35 were on requisition, okay to pay over requisition not on file.	AP Voided check to obtain proper documentation.	None
MISSING SUPPORTING DOCUMENTATION	180943	Omni	2,000.00	Need copy of superintendents contract pertaining to 403B contribution	Requested AP to furnish same.	None
MISSING SUPPORTING DOCUMENTATION	180924	Petty Cash	100.00	Need copy of reorganizational minutes.	Requested AP to furnish same.	None
MISSING SUPPORTING DOCUMENTATION	180950	Petty Cash	100.00	Need copy of reorganizational minutes.	Requested AP to furnish same.	None
MISSING SUPPORTING DOCUMENTATION	180963	Petty Cash	100.00	Need copy of reorganizational minutes.	Requested AP to furnish same.	None
INCORRECT BUDGET CODE	180854	Horseheads Do It Center	780.47	2 of 32 invoices have labor charges being paid out of the supply code.	Requested accountant to re-code the check as these are payables from '15-16	Suggested AP contact the district regarding the new open order for Carpentry Supplies & add the labor code to their open order for future charges.
INCORRECT INVOICE NUMBER	180856	JW Pepper & Son	353.20	1 of 3 invoice numbers written up incorrectly.	Voided check for proper invoice number to be referenced.	None
OTHER: SPECIFY	180825	Raymond F. Wager CPA	2,465.00	One of the two invoices overcharged the district by roughly \$400 based on hours worked/hourly rates.	AP Voided the check, district has reached out to the vendor regarding the discrepancy.	None
OTHER: SPECIFY	180845	Elmira Windustrial	30.80	Short paid invoice by .01	Check voided to make corrections for next check run.	None
OTHER: SPECIFY	180873	Race Orchestral Strings	1,828.00	1 of 2 invoices does not total out to the outlined charges on the invoice, appears we were undercharged but looks like a typo is on one of the line items if that is the case we were overcharged.	Voided check. Requested AP contact vendor for a corrected invoice.	None
OTHER: SPECIFY	180966	Chemung Canal	987.00	Receipt for 31.00 is not itemized	Paid so as not to incur late charges.	Itemized receipts should be turned in to verify taxes & items purchased.
OTHER: SPECIFY	180949	Sayles Evans	2,127.60	Work performed in 6/16. Payment should be a payable	Accountant re-coded check	None

TOTAL CHECKS W/ DC

PERCENT TO TOTAL CHECKS