

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

FUND	CHECK DATE	CHECK NUMBERS	VOIDED CHECKS	TOTAL
GENERAL FUND	11/2/2016	181884-181935		\$ 123,584.85
	11/9/2016	181936-182000		\$ 63,037.84
	11/16/2016	182001-182086	182004, 182013, 182014, 182015, 182024, 182037, 182045, 182050, 182064, 182065, 182068, 182074	\$ 169,214.30
	11/22/2016	182087-182127	182092	\$ 36,842.05
	11/30/2016	182128-182156	182153	\$ 43,769.24
SCHOOL LUNCH	11/17/2016	776455-776477	776460	\$ 62,336.66
	11/22/2016	776478		\$ 3,432.12
SPECIAL AID	11/2/2016	662562-662564		\$ 520.00
	11/9/2016	662565		\$ 1,201.35
	11/16/2016	662566-662567		\$ 2,965.95
	11/22/2016	662568		\$ 4,730.90
CAPITAL	11/2/2016	41643-41644		\$ 45,655.00
	11/9/2016	41645-41646		\$ 19,943.90
	11/22/2016	41647-41649	41649	\$ 5,241.85
	11/30/2016	41650-41653		\$ 64,325.68
T&A	11/16/2016	231688-231689		\$ 1,312.00
	11/22/2016	231707-231708		\$ 70.00

TOTAL # CHECKS AUDITED 304

TOTAL \$ AMOUNT AUDITED \$ 648,183.69


CLAIMS AUDITOR SIGNATURE


DATE



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**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	
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	662563	Center for Montessori Education	300.00	None	None	PO process should be complete prior to registering for conferences; invoice is dated prior to conference request form also.	District
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	182067	Smithome Farms	144.00	None	None	PO process should be complete prior to obtaining services.	District
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	776458	Elmira City School District	6,792.00	None	None	None	District
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	182137	Finger Lakes Sign & Delsgn	200.00	None	None	PO process should be complete prior to placing orders for goods.	District
SALES TAX CHARGED	182007	Chemung Canal Visa	3,082.72	\$7.52 charged in sales tax.	None	Tax exempt forms should be used when necessary as the district is a tax exempt entity.	District
INCORRECT BUDGET CODE	181950	Fastenal	108.58	AP specified budget code for input; but computer was allowed to do the automatic breakdown.	11/10 Accountant recoded check per receiving paperwork from district.	None	CBO
INCORRECT INVOICE NUMBER	182045	NCS Pearson	4,896.40	1 of 3 invoices entered incorrectly.	AP to void check for corrections.	None	CBO
INCORRECT INVOICE NUMBER	41649	Paradigm Environmental Services	2,304.00	Invoice number written up incorrectly.	AP to void check for corrections.	None	CBO
OTHER: SPECIFY	181902	Horizon Solutions	110.56	Missed \$1.10 in discounts.	None	None	Undetermined
OTHER: SPECIFY	182004	Employee	30.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182013	Employee	31.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined

OTHER: SPECIFY	182014	Employee	32.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182015	Employee	33.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182024	Employee	34.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182030	Horizon Solutions	1.07	Missed .01 in discount.	None	None	Undetermined
OTHER: SPECIFY	182037	Employee	34.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182050	Employee	35.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182064	Employee	35.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182065	Employee	35.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182068	Employee	35.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	182074	Employee	35.00	Employee being reimbursed for chaperoning a dance.	AP to void check - no reissue.	Reimbursements such as this matter need to go through payroll.	Undetermined
OTHER: SPECIFY	776460	Hershey's	3,468.12	Over paid 1 of 14 invoices. \$36 credit was listed for missing items on school lunch delivery.	AP to void check & make corrections	None	Undetermined
OTHER: SPECIFY	182092	Chemung County Department of Health	120.00	Renewal fee is \$125; written up for PO amount instead of amount due per application of renewal.	AP to void check & make corrections	None	CBO
OTHER: SPECIFY	182119	SupplyWorks	8,406.92	\$84.82 total of missed discounts.	None	None	Undetermined
OTHER: SPECIFY	182125	WinSupply	154.80	\$3.10 total of missed discounts.	None	None	Undetermined

OTHER: SPECIFY	182153	Alisha Tenbus	52.50	Per mileage reimbursement form and calculation total reimbursement should be \$24.20	AP to void check & make corrections	None	CBO
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TOTAL CHECKS W/ DC

PERCENT TO TOTAL CHECKS