

**HORSEHEADS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF FEBRUARY 2017**

FUND	CHECK DATE	CHECK NUMBERS	VOIDED CHECKS	TOTAL
GENERAL FUND	2/8/2017	182625-182727	182650, 182671	\$ 234,936.61
	2/15/2017	182728-182799	182733	\$ 50,489.02
	2/22/2017	182800-182855		\$ 30,019.36
SCHOOL LUNCH	2/16/2017	776510-776529		\$ 57,920.15
SPECIAL AID	2/8/2017	662612-662614		\$ 647.09
	2/15/2017	662615		\$ 278.00
CAPITAL	2/8/2017	041661		\$ 416.99
	2/15/2017	041662-041663		\$ 61,088.01
	2/22/2017	041664		\$ 1,093.60
T&A	2/8/2017	231790		\$ 207.90
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TOTAL # CHECKS AUDITED 257

TOTAL \$ AMOUNT AUDITED \$ 437,096.73

Kim Mathews
CLAIMS AUDITOR SIGNATURE

2/28/17
DATE

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**HORSEHEADS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF FEBRUARY 2017**

*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	182627	ALIBRIS	59.88	NONE	NONE	PO'S PROCESS SHOULD BE COMPLETED PRIOR TO REQUESTING GOOD AND SERVICES	DISTRICT
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	182744	DIOCESE OF ROCHESTER	120.00	NONE	NONE	PO'S PROCESS SHOULD BE COMPLETED PRIOR TO REQUESTING GOOD AND SERVICES	DISTRICT
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	182745	ECONOMY PRODUCTS & SOLUTIONS	134.58	NONE	NONE	PO'S PROCESS SHOULD BE COMPLETED PRIOR TO REQUESTING GOOD AND SERVICES	DISTRICT
MISSING APPROVAL SIGNATURE	182843	SCHOOL SPECIALTY	1,377.55	1 OR 7 INVOICES MISSING APPROVAL SIGNATURE	AP REQUESTING APPROVAL SIGNATURE BEFORE MAILING CHECK	CONTACTED AP ON 2/27/17 NO APPROVAL YET. CHECK STILL BEING HELD	CBO
MISSING SUPPORTING DOCUMENTATION	662615	CHEMUNG CANAL TRUST COMPANY	278.00	MISSING CCTC CREDIT CARD STATEMENT TO VERIFY THE CHARGES AGAINST THE STATEMENT	AP SUPPLIED THE CREDIT CARD STATEMENT	NONE	CBO
MISSING SUPPORTING DOCUMENTATION	182739	CHEMUNG CANAL TRUST COMPANY	2,221.16	MISSING CCTC CREDIT CARD STATEMENT TO VERIFY THE CHARGES AGAINST THE STATEMENT	AP SUPPLIED THE CREDIT CARD STATEMENT	NONE	CBO
INCORRECT INVOICE NUMBER	182650	DBM CONTROL DISTRIBUTORS	1,056.23	1 OF 2 INVOICES ENTERED WITH INCORRECT INVOICE #	AP VOID CHECK AND RE-ISSUE AFTER CORRECTED	NONE	CBO
INCORRECT INVOICE NUMBER	182733	ROBERT BOWER	74.62	1 OF 2 INVOICES ENTERED WITH INCORRECT INVOICE 3	AP VOID CHECK AND RE-ISSUE AFTER CORRECTED	NONE	CBO
OTHER: SPECIFY	182671	HORSEHEADS DO-IT CENTER	790.22	1 OF 39 INVOICES ENTERED WITH INCORRECT AMOUNT	AP VOID CHECK AND RE-ISSUE AFTER CORRECTED	NONE	CBO

TOTAL CHECKS W/ DC

9

PERCENT TO TOTAL CHECKS

3.50%