

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

FUND	CHECK DATE	VOID	CHECK NUMBERS	TOTAL
GENERAL FUND	3/1/2017	182872	182856-182905	\$ 76,446.56
	3/8/2017	182946	182906-182968	\$ 94,618.83
	3/16/2017	183023	182969-183046	\$ 70,638.17
	3/22/2017	183061	183047-183074	\$ 37,242.69
	3/29/2017	183115	183075-183120	\$ 56,312.69
	3/30/2017		183121	\$ 161.27
	3/30/2017		183122	\$ 326.97
SCHOOL LUNCH	3/16/2017	776533	776530-776541	\$ 37,315.82
	3/23/2017	776542	776543-776544	\$ 7,911.49
	3/24/2017		776545-776546	\$ 1,105.00
	3/29/2017		776547	\$ 2,014.56
SPECIAL AID	3/1/2017		662616-662620	\$ 6,247.99
	3/8/2017		662621	\$ 176,731.00
	3/16/2017		662622-662624	\$ 2,749.37
	3/22/2017		662625-662627	\$ 7,588.82
	3/29/2017		662628	\$ 120.00
CAPITAL	3/1/2017		041665	\$ 14,497.68
	3/22/2017	041666	041667	\$ 3,515.79
	3/29/2017		041668-041669	\$ 4,787.82
T&A	3/1/2017		231807-231824	\$ 881.18
	3/16/2017		231825	\$ 156.48
	3/22/2017		231842	\$ 246.21
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TOTAL # CHECKS AUDITED

298

TOTAL \$ AMOUNT AUDITED

\$ 601,616.39

Kim Mathen
CLAIMS AUDITOR SIGNATURE

3/30/17
DATE

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**HORSEHEADS SCHOOL DISTRICT
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FOR THE MONTH OF MARCH 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	662621	GST BOCES	176,731.00	PO DATED 3/1/17 , INVOICE DATED 2/24/17	NONE	PO'S PROCESS SHOULD BE COMPLETED PRIOR TO REQUESTING GOODS AND/OR SERVICES	DISTRICT
REMIT NAME OR ADDRESS INCORRECT	662621	GST BOCES	176,731.00	ENTERED WITH INCORRECT REMIT ADDRESS	AP TO HAND WRITE ENVELOPE TO ENSURE PROPER DELIVERY	NONE	CBO
REMIT NAME OR ADDRESS INCORRECT	183000	JONES SCHOOL SUPPLY	208.69	ENTERED WITH INCORRECT REMIT ADDRESS	AP TO HAND WRITE ENVELOPE TO ENSURE PROPER DELIVERY	NONE	CBO
REMIT NAME OR ADDRESS INCORRECT	183013	NORTHSTAR AV	1,160.00	ENTERED WITH INCORRECT REMIT ADDRESS	AP TO HAND WRITE ENVELOPE TO ENSURE PROPER DELIVERY	NONE	CBO
REMIT NAME OR ADDRESS INCORRECT	183032	STAPLES ADVANTAGE	484.87	ENTERED WITH INCORRECT REMIT ADDRESS	AP TO HAND WRITE ENVELOPE TO ENSURE PROPER DELIVERY	NONE	CBO
MISSING APPROVAL SIGNATURE	182881	NY URGENT CARE PRACTICE	2,696.00	1 OUT OF 7 INVOICES MISSING APPROVAL SIGNATURE	AP REQUESTING APPROVAL SIGNATURE BEFORE MAILING CHECK	APPROVAL SIGNATURE RECEIVED 3/3/17 AND CHECK WAS MAILED	CBO
MISSING APPROVAL SIGNATURE	183115	VERIZON WIRELESS	161.27	3 OUT OF 4 INVOICES MISSING APPROVAL SIGNATURE	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE # & APPROVALS	NONE	CBO

MISSING SUPPORTING DOCUMENTATION	182860	CHAMPLAIN OIL COMPANY INC.	187.17	MISSING 1 OUT OF 10 RECEIPTS FOR THE PURCHASE OF GAS	NONE	DISTRICT NOTED RECEIPT WAS MISSING AND GAVE APPROVAL TO PAY	N/A
INCORRECT INVOICE NUMBER	182872	GUTHRIE MEDICAL GROUP P.C.	441.00	ENTERED WITH INCORRECT INVOICE #	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE #	NONE	CBO
INCORRECT INVOICE NUMBER	182946	NUWAY AUTO PARTS	881.35	1 OUT OF 9 INVOICES ENTERED WITH INCORRECT INVOICE #	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE #	NONE	CBO
INCORRECT INVOICE NUMBER	041666	CME ASSOCIATES INC.	287.82	ENTERED WITH INCORRECT INVOICE #	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE #	NONE	CBO
INCORRECT INVOICE NUMBER	183115	VERIZON WIRELESS	161.27	ENTERED WITH INCORRECT INVOICE #	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE #	NONE	CBO
INCORRECT INVOICE AMOUNT	183023	PYRAMID SCHOOL PRODUCTS	31.20	ENTERED WITH INCORRECT INVOICE AMOUNT	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE AMOUNT	NONE	CBO
INCORRECT INVOICE AMOUNT	183061	JONES SCHOOL SUPPLY	50.20	ENTERED WITH INCORRECT INVOICE AMOUNT	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE AMOUNT	NONE	CBO
INCORRECT INVOICE AMOUNT	776533	HERSHEY'S ICE CREAM	2,023.56	1 OUT OF 9 INVOICES WAS SUBMITTED WITH INCORRECT AMOUNT	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE AMOUNT	NONE	CBO
INCORRECT INVOICE AMOUNT	182879	NEW YORK BUS SALES, LLC	2,587.23	1 OUT OF 18 INVOICES WAS SUBMITTED WITH INCORRECT AMOUNT	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE AMOUNT	NONE	CBO

INCORRECT BUDGET CODE	182879	NEW YORK BUS SALES, LLC	2,587.23	2 OUT OF 18 INVOICES WERE SUBMITTED WITH THE INCORRECT BUDGET CODES	AP TO VOID CHECK AND RE-ISSUE WITH CORRECTED INVOICE # AND CORRECTED BUDGET CODES	WHEN MORE THAN ONE BUDGET CODE IS ON A PO, AP IS TO SPECIFY FOR INPUT WHERE TO APPLY CHARGES	CBO
OTHER: SPECIFY	182873	INGRAM LIBRARY SERVICES	214.97	\$2.15 MISSED IN DISCOUNTS	NONE	VENDOR OFFERS 1% DISCOUNT IF PAID WITHIN 10 DAYS OF INVOICE DATE WHICH IS NOT FEASIBLE BY THE TIME THE MAILED INVOICES ARE RECEIVED, APPROVED AND PROCESSED.	N/A
OTHER: SPECIFY	182917	CREST/GOOD MANUFACTURING CO.	1,454.04	\$27.86 MISSED IN DISCOUNTS	NONE	VENDOR OFFERS 2% DISCOUNT IF PAID WITHIN 10 DAYS OF INVOICE DATE WHICH IS NOT FEASIBLE BY THE TIME THE MAILED INVOICES ARE RECEIVED, APPROVED AND PROCESSED.	N/A

OTHER: SPECIFY	182985	EXCEL CLASS: GLENN HARRIS	179.00	EXCEL CLASS TOOK PLACE IN NYC- COST SEEMS EXCESSIVE	NONE	DISTRICT RESTRICTED MILEAGE & LODGING EXPENSES HOWEVER, WHEN SEEKING TRAINING/SEMINARS OFFERED BY MULTIPLE VENDORS IN MULTIPLE LOCATIONS, PRICES AND CONTENT SHOULD BE COMPARED FOR VALUE AND COST EFFECTIVENESS	DISTRICT
OTHER: SPECIFY	183063	SHAWN MCDONOUGH	126.71	SEE ABOVE	NONE	SEE ABOVE	DISTRICT

TOTAL CHECKS W/ DC

21

PERCENT TO TOTAL
CHECKS

7.05%