

Internal Claims Auditor Report

1 of 7
Meeting 08/01/2014

To: Board of Education Audit Committee

From: Doris A. Munro, Internal Claims Auditor

Date: Friday, August 1, 2014

Summary of Findings:

I have audited all warrants dated from 06/13/2014 - 08/02/2014, the detail of which is listed below. I have accounted for all checks, verified mathematical accuracy of all reports, and audited each claim for proper supporting documentation and signatures and compliance with purchasing policies.

There were twelve (12) purchasing exceptions noted, the detail of which is attached to this report.

FUND A: General Fund

<u>Check #'s</u>	<u>Warrant #</u>	<u>Date of Warrant</u>	<u>Amount of Warrant</u>	<u>Misc. Notes</u>
96249-96374	56	6/13/2014	\$298,042.67	2 Exceptions
	57			Prior report.
96375-96382	58	6/20/2014	\$4,580,070.21	
96383	60	6/27/2014	\$232,088.87	
96384-96555	59	6/30/2014	\$826,526.37	2 Exceptions
Subtotal FUND A FY 2013-2014			\$5,936,728.12	
96556	1	7/3/2014	\$144,953.03	
96557-96596	2	7/9/2014	(\$38,539.85)	2 Exceptions
96597				Voided check.
96598	4	7/18/2014	\$319,588.11	
96599-96706	3	7/25/2014	\$349,269.34	1 Exception
96707-96764	5	7/18/2014	\$945,309.18	2 Exceptions
96765-96766	7	8/1/2014	\$640,068.66	
96767-96840	6	8/2/2014	\$256,954.72	3 Exceptions
Subtotal FUND A FY 2014-2015			\$2,617,603.19	

FUND C: School Lunch Fund

<u>Check #'s</u>	<u>Warrant #</u>	<u>Date of Warrant</u>	<u>Amount of Warrant</u>	<u>Misc. Notes</u>
9940-9980	39	6/13/2014	\$59,351.86	
9981-9982	40	6/20/2014	\$22,112.07	
9983-9984	41	6/27/2014	\$8,340.37	
Subtotal FUND C FY 2013-2014			\$89,804.30	
9985	1	7/3/2014	\$1,001.97	
9986-10006	2	7/9/2014	\$17,877.54	
10007	3	7/18/2014	\$2,600.20	
10008-10010	4	8/1/2014	\$2,673.20	
Subtotal FUND C FY 2014-2015			\$24,152.91	

FUND F: Federal Fund

<u>Check #'s</u>	<u>Warrant #</u>	<u>Date of Warrant</u>	<u>Amount of Warrant</u>	<u>Misc. Notes</u>
8217	31	6/20/2014	\$130,902.37	
Subtotal FUND F FY 2013-2014			\$130,902.37	
8218	1	7/16/2014	\$212.04	
8219-8220	2	7/18/2014	\$45,720.86	
8221-8224	3	7/25/2014	\$13,722.97	
8225	4	8/1/2014	\$81,155.05	
Subtotal FUND F FY 2014-2015			\$140,810.92	

FUND T/A: Trust & Agency Fund

<u>Check #'s</u>	<u>Warrant #</u>	<u>Date of Warrant</u>	<u>Amount of Warrant</u>	<u>Misc. Notes</u>
13698-13717	41	6/20/2014	\$2,950,283.18	
13718-13729	42	6/27/2014	\$183,792.29	
Subtotal FUND T&A FY '13-'14			\$3,134,075.47	
13730-13736	1	7/3/2014	\$107,489.16	
13737-13747	2	7/18/2014	\$261,234.43	
13748-13754	3	8/1/2014	\$287,733.72	
Subtotal FUND T&A FY '14-'15			\$656,457.31	

Niskayuna Central School District
Report of Exceptions from Internal Claims Auditor
Prepared for Audit Committee Meeting 08/01/2014

General Fund

<u>Warrant #</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Exception/Comment</u>
56	96255	Alpine Environmental	\$ 350.00	Confirming P.O.
56	96265	Best Tile	\$ 85.36	Confirming P.O.
59	96422	Amber Desimony	\$ 147.84	Confirming P.O.
59	96541	United Rentals	\$ 996.88	Confirming P.O.
2	96562	AssetWorks	\$ 3,115.00	Confirming P.O.
2	96565	Baylys Tables Chairs	\$ 535.00	Confirming P.O.
3	96667	Music & Arts	\$ 180.00	Confirming P.O.
5	96726	Intellicorp Records, Inc	\$ 89.70	Confirming P.O.
5	96756	US Treasury	\$ 3,440.00	Confirming P.O.
6	96777	Center for Hearing	\$ 75.00	No P.O. (prior year)
6	96785	Larry Gates	\$ 100.00	Confirming P.O.
6	96838	VBN Training	\$ 100.00	Confirming P.O.

Additional Discussion Points:

1) Verizon account needs to be reviewed/reconciled. We are showing large outstanding balance (several thousand dollars of late payment charges not paid).

2) GOAL for FY 2014-2015 is to take advantage of vendor payment discounts. (ie: 2% 10, net 30)

3) The following expenses were coded to the General Fund but were School Lunch (C.Fund) expenses:

96250 Action Commercial Service	\$ 678.21
96385 Action Commercial Service	\$ 374.68
96543 Van Hook	\$ 1,834.00
	<u>\$ 2,886.89</u>

4) A \$55,000 credit was taken on check # 96260 to Aramark for the Front End Loader that the District purchased but had also been paying Aramark for on a monthly basis.

5) The following 2014-2015 expenses were paid before year-end:

96419 Davis Vision	\$ 258.88
96441 The Hartford	\$ 10,895.86
96480 Munich Stop Loss	\$ 19,312.84
96497 NYSMEC	\$ 177,774.10
	<u>\$ 208,241.68</u>

Niskayuna Central School District
Report of Exceptions from Internal Claims Auditor
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Additional Discussion Points cont'd:

6) Check # 96494 To Hillside Ventures for \$115,574.63 was VOIDED. District working to get leases for 1301 Hillside Ave. property signed over so monthly rental income comes to District. Hillside Ventures has approx. \$110,000 of rental income that belongs to District from 7/1/13 - 6/30/14.

7) Check # 96594 To Schenectady County Commissioner of Finance is for taxes and late fees related to 1301 Hillside Ave. property:

School Taxes	\$ 73,720.00
Property taxes	\$ 44,052.81
7% School Tax Relevy Fee	\$ 5,160.40
5% Collection Fee	\$ 6,146.66
7.5% Interest	\$ 9,680.99
	<u>\$ 138,760.86</u>

8) Credit Card Statements dated 6/10/14 & 7/10/14 reviewed. All documentation complete for these two statements. No further follow-up done on outstanding items from 9/10/13-5/10/14 statements.

9) Doris will take July bank statements when they are available (early Aug) and review all wire transfers and ACH payments that appear on bank statements.

Niskayuna Central School District
Report on Credit Card Statements 6/10/14 & 7/10/14
Prepared for Audit Committee Meeting 08/01/2014

Statement date 6/10/14

All documentation complete.

Statement date 7/10/14

All documentation complete.

Niskayuna Central School District
Report on Credit Card Statements 9/10/13 - 5/10/14
Prepared for Audit Committee Meeting 06/13/2014

Statement date 9/10/13

- * \$21.06 finance charge paid
- * missing invoice from Give More Media for \$332.18 (Susan)
- * paid \$3.44 sales tax on Dunkin Donuts invoice for \$63.34 (Matt)
- * missing receipt for Brueggers \$20.94 (Matt)
- * missing receipt for Shop Rite \$16.71 (Matt)
- * missing receipt for Dunkin Donuts \$37.87 (Matt)

Statement date 10/10/13

- * missing receipt for Hilton Albany \$213.00 (Deb Shea)
- * Fuel purchases of \$457.21. Purchase Order for \$170.00. Need to document why fuel purchases were necessary, who was authorized, dollar amount etc.

Statement date 11/10/13

All documentation complete.

Statement date 12/10/13

- * \$21.34 finance charge paid.

Statement date 1/10/14

- * \$40.77 late payment fee and finance charge paid. Reimbursed to District by K.Scheuer 5/2/14.

Statement date 2/10/14

- * paid \$6.77 sales tax on HiTechnic invoice for \$91.37

Statement date 3/10/14

All documentation complete.

Statement date 4/10/14

- * \$117.02 finance charge.
- * paid \$.49 sales tax on ASCD invoice for \$13.94
- * paid \$8.03 sales tax on Fort William Henry hotel bill of \$81.03. Email sent 6/12/14 requesting adjustment.

Statement date 5/10/14

All documentation complete.