

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Internal Claims Auditor Quarterly Report

DATE: November 16, 2020

REASON FOR BOARD CONSIDERATION:

The Board of Education must be kept updated on all monetary activities within the Ogdensburg City School District.

FACTS AND ANALYSIS:

Since claims can be paid promptly utilizing an Internal Claims Auditor, to the advantage of the school district; and since the appointment of an Internal Claims Auditor is recommended by the NYSED; it is, therefore that the district appoints an Internal Claims Auditor at its' annual Organization Meeting each year. Ms. Theresa Woodward, Internal Claims Auditor, has provided the Commissioners with a quarterly report on the status of the district claims auditing process.

RECOMMENDED ACTION:

No action necessary, information and discussion only.

APPROVED FOR PRESENTATION TO THE BOARD:



Superintendent

KK/alf
Attachment

July, August, September 2020

DUE TO COVID-19, OGDENSBURG CITY SCHOOLS CLOSING, AMMENDMENTS WERE MADE FOR THE CLAIMS AUDITOR

The Canton Business Office began scanning invoices and sending by e-mail for approval.

The Claims were audited and approved by e-mail.

The paper claims were held until mail was possible for pick-up.

The Claims Auditor delivered completed documents to the Canton Business Office dropoff.

July Claims approved on 06,09,10,13,14,16,17,20,21,22,23,27,30.

August Claims approved on 04,10,12,16,20,27,28.

September Claims approved on 04,09,10,18,25,29.

Check Register Approved and Check #'s documented

All discrepancies ammended.

All Invoices correspond with Warrants, all warrants correspond with all Registers.

CLAIMS AUDIT QUARTERLY REPORT

July, Aug, Sept 2020

ALL CHECK REGISTERS CORRESPOND WITH ALL WARRANTS

ALL WARRANTS CORRESPOND WITH ALL INVOICES, NO DISCREPENCIES FOUND

GENERAL FUND	FEDERAL FUND	CAFETERIA FUND
CHECKS 15-Jul 025702-025722 17-Jul 025723-025748 20-Jul 025749-025750 24-Jul 025751-025786 3-Aug 025787-025816 4-Aug 025817-025821 13-Aug 025822-025849 25-Aug 025850-025887 28-Aug 025888-025923 4-Sep 025924-025949 18-Sep 025950-026024 24-Sep 026025-026073 25-Sep 026074-026093	CHECKS 20-Jul 039876- 21-Jul 039877-039878 18-Sep 039879- SCHOLARSHIP FUND 09/25 050456-	CHECKS 15-Jul 060679-060681 3-Aug 060682-060686 28-Aug 060687-060692 4-Sep 060693-060694 25-Sep 060695-060701 CAPITAL FUND 24-Jul 029883-029884 25-Aug 029885- 28-Aug 029886- 18-Sep 029887-

Julu 2020
CLAIMS AUDIT
CHECK #
 07/15
 060679-060681
 025702-025722
 07/17
 025723-025748
 07/20
 025749-025750
 039877-
 7/21
 039877-039878
 07/24
 029883-029884
 025751-025786

Invoices	8-Jul	9-Jul	16-Jul	17-Jul	22-Jul
Architect	1				
Athletic Supplies					1
Athletics					
Behavior Consult	1		1		2
Bldg & Grounds	13		17	17	20
BOCES	1				1
Cafeteria	7				20
Conference					6
DOCTOR				1	
DSS					
First Student					
Insurance	6	9	6		1
Internal Audit			1		
Lawyers	1	1	1		1
Mileage	1				4
Newspaper	1	4			1
Odyssey					
Postage			1		1
Register Approval	2		2	8	
Retirement System			2		
School Supplies	20	3	21	7	24
Superintendent		3			1
Tuition		1	4		8
Utilities	11	6	11	10	10
VOTING			9		
Warrant	2		2	8	
Water and Sewer					
Scholarship				2	

All Invoices Correspond with all Warrants
 All Warrants Correspond with all Registers
All Discrepancies Ammended

August 2020

CHECKS

08/03/20
060682-060686
025787-025816
08/04/20
025817-025821
08/13/20
025822-025849
08/25/20
029885-
025850-025887
08/28/20
060687-060692
029886-
025888-025923

CLAIMS AUDIT

INVOICES	4-Aug	18-Aug	30-Aug				
Architect							
Athletic Supplies	1	1					
Athletics							
Behav Consult	5						
Bldg & Grounds	16	4	39				
BOCES	1	1					
Cafeteria	5		13				
Civil Service							
Conference							
DSS	2	1					
DOCTOR	1						
First Student							
Insurance	3	6					
Internal Audit							
Lawyers	1	2					
Mileage	1						
Newspaper	1	2					
Odyssey	1						
Ogd Pub Library							
Postage	2						
Register Approval	3	3	1				
Retirement System							
Scholarships							
School Supplies	17	4	39				
Superintendent	4	1					
Tuition	1	2					
Utilities	13	5	9				
VOTING							
Warrant	3	3	1				
Comptroller	1	4					

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended

September 2020

CHECKS

09/04/20

060693-060694

025924-025949

09/18/20

029887-

025950-026024

039879-

09/24/20

026025-026073

09/25/20

060695-060701

026074-026093

050456-

CLAIMS AUDIT

INVOICES	4-Sep						
Architect	1						
Athletic Supplies	4						
Athletics							
Behav, Consult							
Bldg & Grounds	69						
BOCES							
Cafeteria	18						
Civil Service							
Conference							
DSS							
DOCTOR	1						
First Student							
Insurance	6						
Internal Audit							
Lawyers	2						
Mileage	3						
Newspaper	2						
Odyssey							
Ogd Pub Library							
Postage	1						
Register Approval							
Retirement System							
Scholarships							
School Supplies	107						
Superintendent	3						
Tuition							
Utilities	21						
VOTING							
Warrant							
Water and Sewer							

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended