

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Internal Claims Auditor Quarterly Report

DATE: February 22, 2021

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 written 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

CLAIMS AUDIT QUARTERLY REPORT

October, November December 2020

ALL CHECK REGISTERS CORRESPOND WITH ALL WARRANTS

ALL WARRANTS CORRESPOND WITH ALL INVOICES, NO DISCREPENCIES FOUND

GENERAL FUND	FEDERAL FUND	CAFETERIA FUND
CHECKS 6-Oct 026094-026129 9-Oct 020130-026148 21-Oct 026149-026158 23-Oct 026159-026212 6-Nov 026232-026284 20-Nov 026285-026316 24-Nov 026317-026373 3-Dec 026374-025384 11-Dec 026385-026424 29-Dec 026426-026463	CHECKS 6-Oct 039880-039882 9-Oct 039883-039884 21-Oct 039885- 23-Oct 039886-039888 6-Nov 039889- 11-Dec 039890- 29-Dec 039891- SCHOLARSHIP FUND 10/21 050457-	CHECKS 6-Oct 060702-060707 9-Oct 060708-060715 29-Oct 060716-060724 6-Nov 060725-060728 24-Nov 060729-060730 3-Dec 060731-060732 11-Dec 060733-060734 29-Dec 060735-060737 CAPITAL FUND 29-Oct 029888- 20-Nov 029889- 11-Dec 029890-

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

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

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

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

Check Register Approved and Check #'s documented

October 2020 CLAIMS AUDIT

CHECKS

10/06

060702-060707

026094-026129

039880-039882

10/09/20

060710-060715

026130-026148

039883-039884

10/21

026149-026158

039885-

050457-

10/23

026159-026212

039886-039888

10/29/2020

060716-060724

026213-026231

029888-

INVOICES	2-Oct	6-Oct	9-Oct	13-Oct	16-Oct		
Architect							
Athletic Supplies	1	1		2	1		
Athletics							
Behav Consult			2				
Bldg & Grounds		54		17	29		
BOCES			2				
Cafeteria					30		
Civil Service							
Conference		1	13				
DSS			2				
DOCTOR	1						
First Student							
Insurance		20	7	2			
Internal Audit							
Lawyers			2				
Mileage		3					
Newspaper		1	1				
Odyssey							
Ogd Pub Library							
Postage		2	2				
Register Approval	1	1	1	1	1		
Retirement System							
Scholarships					1		
School Supplies	58	115	48	12	21		
Superintendent			1				
Tuition							
Utilities	8	26	5	8	3		
VOTING							
Warrant	1	1	1	1	1		
Water and Sewer							

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended

E-Mail Approval 10/05, 10/08, 10/12, 10/13, 10/23, 10/26, 10/30.

November

2020 CLAIMS AUDIT

CHECKS

11/06/2020

060725-060728

026232-026284

039889-

11/20/2020

026285-026316

029889-

11/24/2020

060729-060730

026317-026373

INVOICES	7-Nov	18-Nov	19-Nov	20-Nov	22-Nov		
Architect							
Athletic Supplies					2		
Athletics	4			7	29		
Behav Consult	2			3			
Bldg & Grounds	24	7	1	45	37		
BOCES					1		
Cafeteria	26	17			60		
Civil Service							
Conference	4	1	2				
Comptroller				1			
DOCTOR	1				1		
First Student							
Insurance	1	1		1	4		
Internal Audit							
Lawyers				3			
Mileage	3			2	7		
Newspaper				1			
NYS Emplmnt Ins			1				
Odyssey							
Ogd Pub Library							
Postage					1		
Register Approval	1	1		1	2		
Retirement System							
Scholarships							
School Supplies	53	46	29	31	92		
Superintendent		1		2	1		
Tuition			1				
Utilities	8	5		12	12		
VOTING							
Warrant	1	1	1	1	2		
Water and Sewer				4			

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All Discrepancies Ammended

E-Mail Approval 11/04, 11/05, 11/09, 11/24.

December

2020 CLAIMS AUDIT

CHECKS

12/03/2020

060731-060732

026374-026384

12/11/2020

060733-060734

026385-026425

039890-

029890-

12/29/2020

060735-060737

026426-026463

039891-

INVOICES	12/10	17-Dec					
Architect							
Athletic Supplies	1	2					
Athletics		24					
Behav Consult		3					
Bldg & Grounds	6	47					
BOCES	1						
Cafeteria		7					
Civil Service							
Conference		6					
DSS							
DOCTOR							
First Student	5						
Insurance	1						
Internal Audit							
Lawyers		2					
Mileage	3						
Newspaper							
Odyssey							
Ogd Pub Library							
Postage	2						
Register Approval	2	1					
Retirement System							
Scholarships							
School Supplies	12	28					
Superintendent							
Tuition							
Utilities	14	7					
VOTING							
Warrant	2	1					
Water and Sewer							

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended

E-Mail Approval 12/02, 12/03, 12/08, 12/14, 12/21, 12/28.