

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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SUBJECT: Internal Claims Auditor Quarterly Report

DATE: May 10, 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 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

	B	C	D	E	F	G	H	I	J	K
1	January	2021	CLAIMS AUDIT							
2	CHECKS		INVOICES	4-Jan	14-Jan					
3	01/12/21		Architect	1						
4	060738-060742		Athletic Supplies	2	1					
5	029891-		Athletics	2	2					
6	026045-026503		Behav Consult		2					
7	01/22/21		Bldg & Grounds	62	19					
8	060743-060744		BOCES		1					
9	026504-026556		Cafeteria	10	17					
10	039892-039893		Civil Service							
11			Conference							
12			DSS							
13			DOCTOR	1						
14			First Student	5	3					
15			Insurance		5					
16			Internal Audit							
17			Lawyers	1	1					
18			Mileage	4						
19			Newspaper	1						
20			Odyssey							
21			Ogd Pub Library	1						
22			Postage	2	3					
23			Register Approval	1						
24			Retirement System							
25			Scholarships							
26			School Supplies	37	11					
27			Superintendent	1	3					
28			Tuition		1					
29			Utilities	17	7					
30			VOTING							
31			Warrant	2						
32			Water and Sewer							
33	All Invoices Correspond with all Warrants									
34	All Warrants Correspond with all Registers									
35	All Discrepancies Ammended									
36	E-Mail Audit Approval 01/08, 01/14, 01/26, 01/29									

	B	C	D	E	F	G	H	I	J	K
1	February	2021	CLAIMS AUDIT							
2	CHECKS		INVOICES	8-Feb	16-Feb	26-Feb				
3	02/05		Architect	1		1				
4	060745-060749		Athletic Supplies							
5	029892-029893		Athletics	2	2	1				
6	026557-026597		Behav Consult	3		2				
7	039894-		Bldg & Grounds	14	10	35				
8	02/12/21		BOCES		1					
9	060750-060753		Cafeteria	17	22	15				
10	050458-050459		Civil Service							
11	026598-026625		Conference							
12			DSS	2						
13			DOCTOR		1	1				
14			First Student	2	2	3				
15			Insurance	1	1	4				
16			Internal Audit	1						
17			Lawyers	2		1				
18			Mileage	2		1				
19			Newspaper							
20			Odyssey							
21			Ogd Pub Library							
22			Postage							
23			Register Approval	1	1	1				
24			Retirement System							
25			Scholarships							
26			School Supplies	22	86	26				
27			Superintendent			1				
28			Tuition	1						
29			Utilities	12	11	9				
30			VOTING							
31			Warrant	1	1	1				
32			Water and Sewer		5					
33	All Invoices Correspond with all Warrants									
34	All Warrants Correspond with all Registers									
35	All Discrepancies Ammended									
36	E-Mail Audit Apprtoval 02/08, 02/10, 02/12, 02/17									

	B	C	D	E	F	G	H	I	J	K
1	March	2021	CLAIMS AUDIT							
2	CHECKS		INVOICES	1-Mar	5-Mar	19-Mar				
3	03/01/21		Architect							
4	060754-060757		Athletic Supplies		1					
5	026626-026658		Athletics			18				
6	039895-		Behav Consult		1	5				
7	03/08/21		Bldg & Grounds	15	41	34				
8	060758-060759		BOCES	1		1				
9	026659-026697		Cafeteria	25	13	27				
10	03/16/21		Civil Service							
11	026698-026725		Conference	1	2	16				
12	03/18/21		DSS							
13	060760-060765		DOCTOR							
14	026726-026765		First Student							
15			Insurance	1	3	4				
16			Internal Audit							
17			Lawyers	1						
18			Mileage	2						
19			Newspaper			1				
20			Odyssey							
21			Ogd Pub Library							
22			Postage			2				
23			Register Approval	1	2	2				
24			Retirement System							
25			Scholarships	2						
26			School Supplies	14	15	25				
27			Superintendent	1		1				
28			Tuition	1	4					
29			Utilities	12	7	10				
30			VOTING							
31			Warrant	1	2	2				
32			Water and Sewer							
33	All Invoices Correspond with all Warrants									
34	All Warrants Correspond with all Registers									
35	All Discrepancies Ammended									
36	E-Mail Audit 03/03, 03/12, 03/19, 03/22									

	A	B	C	D	E	F	G	H	I
1	CLAIMS AUDIT QUARTERLY REPORT								
2	Jan Feb Mar 2021								
3	ALL CHECK REGISTERS CORRESPOND WITH ALL WARRANTS								
4	ALL WARRANTS CORRESPOND WITH ALL INVOICES,				NO DISCREPENCIES FOUND				
5									
6	GENERAL FUND			FEDERAL FUND			CAFETERIA FUND		
7	CHECKS			CHECKS			CHECKS		
8	12-Jan	026045-026503		22-Jan	039892-039893		12-Jan	060738-060742	
9	22-Jan	026504-026556		5-Feb	039894-		22-Jan	060743-060744	
10	5-Feb	026557-026597		1-Mar	039895-		5-Feb	060745-060749	
11	12-Feb	026598-026625					12-Feb	060750-060753	
12	1-Mar	026626-026658					1-Mar	060754-060757	
13	8-Mar	026659-026697					8-Mar	060758-060759	
14	16-Mar	026698-026725					18-Mar	060760-060765	
15	18-Mar	026726-026765							
16									
17									
18				SCHOLARSHIP FUND			CAPITAL FUND		
19				02/12	050458-050459		12-Jan	029891-	
20							5-Feb	029892-029893	
21									
22									
23									
24									
25									
26									
27									
28									
29									