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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

Lauren M. Agunzo
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January 7, 2021

VIA EMAIL

Ms. Kathi Kivi
District Clerk
East Ramapo Central School District
105 South Madison Avenue
Spring Valley, NY 10977

Re: Claims Audit Report for November 2020

Dear Ms. Kivi:

Enclosed please find a copy of our Claims Audit Report for November 2020. Please distribute a copy to the Assistant Superintendent for Finance and distribute a copy to each of the Board members of the East Ramapo Central School District.

Thank you for your assistance in this matter.

Sincerely yours,

Darin V. Iacobelli

Darin V. Iacobelli, CPA

Enclosure



January 7, 2021

VIA EMAIL

Board of Education
East Ramapo Central School District
105 South Madison Avenue
Spring Valley, NY 10977

***Re: Claims Audit Report for the Month of
November 1, 2020 through November 30, 2020***

Board of Education:

We have completed our claims auditing services to the East Ramapo Central School District covering the time period of November 1, 2020 through November 30, 2020. The services we performed, as outlined within our proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, our findings, and recommendations.

For ease of reference we have categorized the remainder of this report as follow:

Claims Audit Services

Exhibits

CLAIMS AUDIT SERVICES

The claims audit services performed on each claim against the District consisted of:

1. Verification of the accuracy of invoices and claim forms.
2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district.
3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state law.

*Board of Education
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**Re: *Claims Audit Report for the Month of
November 1, 2020 through November 30, 2020***

4. Comparison of invoices or claims with previously approved contracts.
5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges.
6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations.

Over the time period of November 1, 2020 through November 30, 2020 we have audited **354** claims against the District in the amount of **\$13,161,881.76** (See attached Exhibit I). We made inquiries and/or observations into **65** claims in the amount of **\$3,621,733.21**. It should be noted that currently, there are no outstanding inquiries in regard to the audit of claims made against the District for the period of July 1, 2020 through November 30, 2020. We have summarized the inquiries and/or observations as well as the resolutions within Exhibit II.

Please note that for comparative purposes, we have attached Exhibit II – “Summary of Inquiries/Resolutions” for each of the prior months, if applicable.



We trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at 631-756-9500.

Very truly yours,

Nawrocki Smith LLP

Claims Audit By Fund
East Ramapo Central School District
Exhibit I
November 2020

Legend:	
A - General	H - Capital
C - School Lunch	TA - Trust & Agency
F - Special Aid	CM - Scholarship

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
11/05/20	11/04/20	69	A	89	606,123.92	12	134,982.27	12	-	413874-413878; 413882-413965
11/05/20	11/04/20	67	A	3	643,580.23	1	4,586.32	1	-	413879-413881
11/05/20	11/04/20	68	C	3	127,536.27	1	416.15	1	-	16445-16447
11/05/20	11/04/20	70	F	54	1,507,075.53	5	858,513.23	5	-	53694-53747
11/05/20	11/04/20	65	TA	2	369.25	-	-	-	-	37249-37250
11/05/20	11/04/20	66	CM	1	600.00	-	-	-	-	2641
TOTAL				152	\$ 2,885,285.20	19	998,497.97	19	-	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
11/13/20	11/12/20	71	A	1	47,562.05	1	47,562.05	1	-	413966
TOTAL				1	\$ 47,562.05	1	47,562.05	1	-	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
11/19/20	11/18/20	74	A	108	5,298,089.53	9	60,612.27	9	-	413967-414074
11/19/20	11/18/20	78	A	30	2,666,147.99	26	2,331,384.48	26	-	414075-414104
11/19/20	11/18/20	75	C	3	4,564.71	1	900.00	1	-	16448-16450
11/19/20	11/18/20	79	F	55	1,833,121.90	9	182,776.44	9	-	53748-53802
11/19/20	11/18/20	76	H	2	367,406.20	-	-	-	-	396-397
11/19/20	11/18/20	77	TA	3	59,704.18	-	-	-	-	37266-37268
TOTAL				201	\$ 10,229,034.51	45	\$ 2,575,673.19	45	-	

GRAND TOTAL				354	\$ 13,161,881.76	65	\$ 3,621,733.21	65	-	
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*Payroll Warrants are included for informational purposes only and have not been reviewed.

Check Date	Payroll Run Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
11/06/20	11/06/20	64	TA	43	2,121,537.10	-	-	-	-	37236-37248; Wires
11/16/20	11/16/20	72	TA	5	30,068.18	-	-	-	-	Wires
11/20/20	11/20/20	73	TA	46	2,240,941.84	-	-	-	-	37251-37265; Wires
TOTAL				94	\$ 4,392,547.12	-	-	-	-	

East Ramapo Central School District
Claims Audit - Analysis by Number of Inquiries & Dollar Value
Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims
Exhibit II
2020 / 2021 YTD

Reason For Inquirv	Resolution	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Incorrect accounts payable amount	Amount adjusted prior to payment	- 0.00%	3 2.38%	2 0.16%	1 0.36%	4 1.13%	
Paid sales tax	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	
Incorrect remittance address	Address verified	- 0.00%	2 1.59%	3 0.23%	2 0.73%	- 0.00%	
Insufficient supporting documentation	Documentation provided	- 0.00%	1 0.79%	- 0.00%	- 0.00%	- 0.00%	
Invoice date precedes purchase order date	Noted by Business Office	15 4.17%	12 9.52%	8 0.62%	22 8.00%	47 13.28%	
Invoice over 90 days outstanding	Verified not a duplicate payment	3 0.83%	8 6.35%	4 0.31%	10 3.64%	14 3.95%	
Missing receiving or approval signature	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	
Not an original invoice or receipt	Copy or fax accepted	3 0.83%	1 0.79%	- 0.00%	2 0.73%	- 0.00%	
Receipts not itemized	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	
Total Number (#) of Inquiries		21 5.83%	27 21.43%	17 1.32%	37 13.45%	65 18.36%	
Total Claims Audited		360 100.00%	126 100.00%	1,290 100.00%	275 100.00%	354 100.00%	

Total Outstanding Inquiries none none none none none

Reason For Inquirv	Resolution	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Incorrect accounts payable amount*	Amount adjusted prior to payment*	- 0.00%	353,136.41 9.11%	3,452.85 0.03%	146.91 0.00%	8,727.31 0.07%	
Paid sales tax*	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	
Incorrect remittance address	Address verified	- 0.00%	24,267.29 0.63%	212,031.52 2.02%	332.01 0.00%	- 0.00%	
Insufficient supporting documentation	Documentation provided	- 0.00%	7,300.00 0.19%	- 0.00%	- 0.00%	- 0.00%	
Invoice date precedes purchase order date	Noted by Business Office	66,391.79 0.65%	139,382.54 3.59%	169,517.65 1.61%	408,234.21 2.26%	3,243,276.57 24.64%	
Invoice over 90 days outstanding	Verified not a duplicate payment	122,001.00 1.19%	3,112.77 0.08%	1,901,066.07 18.07%	1,829,196.44 10.12%	369,729.33 2.81%	
Missing receiving or approval signature	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	
Not an original invoice or receipt	Copy or fax accepted	2,638.01 0.03%	16.60 0.00%	- 0.00%	1,900.50 0.01%	- 0.00%	
Receipts not itemized	n/a	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- 0.00%	
Total Value (\$) of Inquiries		\$ 191,030.80 1.87%	\$ 527,215.61 13.60%	\$ 2,286,068.09 21.73%	\$ 2,239,810.07 12.39%	\$ 3,621,733.21 27.52%	
Total Claims Audited		\$ 10,218,268.19 100.00%	\$ 3,877,797.93 100.00%	\$ 10,520,807.07 100.00%	\$ 18,075,880.21 100.00%	\$ 13,161,881.76 100.00%	

Total Outstanding Inquiries none none none none none

* Note: Inquiry Amounts for each month reflect the entire check amounts associated with each incorrect accounts payable amount and paid sales tax inquiries.
The table below reflects each month's actual net adjustment for incorrect accounts payable amount and paid sales tax inquiries.

Reason For Inquirv	Resolution	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Incorrect accounts payable amount*	Amount adjusted prior to payment*	\$ - 0.00%	\$ (7,126.30) -0.18%	\$ (1,306.00) -0.01%	\$ (9.98) 0.00%	\$ 63.49 0.00%	
Paid sales tax*	Amount adjusted prior to payment*	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	\$ - 0.00%	
Total Claims Audited		\$ 10,218,268.19 100.00%	\$ 3,870,671.63 100.00%	\$ 10,519,501.07 100.00%	\$ 18,075,870.23 100.00%	\$ 13,161,945.25 100.00%	