

Michael E. Nawrocki
Ernest Patrick Smith



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

Lauren M. Agunzo
John K. Hoffman
Darin V. Iacobelli
David M. Tellier

March 9, 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 February 2021

Dear Ms. Kivi:

Enclosed please find a copy of our Claims Audit Report for February 2021. 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



March 9, 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
February 1, 2021 through February 28, 2021***

Board of Education:

We have completed our claims auditing services to the East Ramapo Central School District covering the time period of February 1, 2021 through February 28, 2021. 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
East Ramapo Central School District
March 9, 2021
Page 2*

**Re: Claims Audit Report for the Month of
February 1, 2021 through February 28, 2021**

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 February 1, 2021 through February 28, 2021 we have audited **386** claims against the District in the amount of **\$14,504,775.82** (See attached Exhibit I). We made inquiries and/or observations into **29** claims in the amount of **\$193,218.07**. 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 February 28, 2021. 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
February 2021

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
02/05/21	02/05/21	117	F	1	81,175.66	-	-	-	-	53999
TOTAL				1	\$ 81,175.66	-	-	-	-	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
02/11/21	02/11/21	122	A	58	3,007,891.61	6	17,686.57	6	-	415714-415771
02/11/21	02/11/21	125	A	13	1,316,736.83	-	-	-	-	415772-415784
02/11/21	02/11/21	120	C	4	10,487.99	2	6,823.28	2	-	16461-16464
02/11/21	02/11/21	124	F	33	1,329,453.45	4	15,961.44	4	-	54000-54032
02/11/21	02/11/21	123	H	1	2,844.00	-	-	-	-	411
02/11/21	02/11/21	121	TA	2	53,018.21	-	-	-	-	37372-37373
TOTAL				111	\$ 5,720,432.09	12	\$ 40,471.29	12	-	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
02/17/21	02/17/21	127	A	14	1,031,943.53	-	-	-	-	415785-415798
02/17/21	02/17/21	129	A	31	319,255.48	3	31,588.45	3	-	415799-415829
02/17/21	02/17/21	128	C	1	4,663.95	-	-	-	-	16465
02/17/21	02/17/21	130	F	1	29,470.50	-	-	-	-	54033
02/17/21	02/17/21	126	H	1	1,075.61	-	-	-	-	412
TOTAL				48	\$ 1,386,409.07	3	\$ 31,588.45	3	-	

Check Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
02/03/21	02/24/21	116	A	1	109,163.93	-	-	-	-	415713
02/24/21	02/24/21	134	A	107	270,348.80	-	-	-	-	415830-415936
02/24/21	02/24/21	135	A	8	3,176,591.62	1	195.00	1	-	415937-415944
02/24/21	02/24/21	136	A	77	2,071,169.52	12	112,043.33	12	-	415945-416021
02/24/21	02/24/21	131	C	5	461,433.35	-	-	-	-	16466-16470
02/24/21	02/24/21	137	F	25	864,422.44	1	8,920.00	1	-	54034-54058
02/24/21	02/24/21	133	H	3	363,629.34	-	-	-	-	413-415
TOTAL				226	\$ 7,316,759.00	14	\$ 121,158.33	14	-	

GRAND TOTAL				386	\$ 14,504,775.82	29	\$ 193,218.07	29	-	
--------------------	--	--	--	------------	-------------------------	-----------	----------------------	-----------	----------	--

*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
02/11/21	02/11/21	118	TA	5	29,548.15	-	-	-	-	Wires
02/12/21	02/12/21	119	TA	46	2,153,055.59	-	-	-	-	37356-37371; Wires
02/26/21	02/26/21	132	TA	47	2,196,506.02	-	-	-	-	37374-37390; Wires
TOTAL				98	\$ 4,379,109.76	-	-	-	-	

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%	1 0.07%
Paid sales tax	Amount adjusted prior to payment	- 0.00%	- 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%	1 0.07%
Insufficient supporting documentation	Documentation provided	- 0.00%	1 0.79%	- 0.00%	- 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%	33 2.27%
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%	4 0.28%
Missing receiving or approval signature	n/a	- 0.00%	- 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%	- 0.00%
Receipts not itemized	n/a	- 0.00%	- 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%	39 2.68%
Total Claims Audited		360 100.00%	126 100.00%	1,290 100.00%	275 100.00%	354 100.00%	1,453 100.00%

Total Outstanding Inquiries none 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%	25,382.00 0.14%
Paid sales tax*	Amount adjusted prior to payment*	- 0.00%	- 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%	500.00 0.00%
Insufficient supporting documentation	Documentation provided	- 0.00%	7,300.00 0.19%	- 0.00%	- 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%	2,193,026.10 12.32%
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%	78,716.39 0.44%
Missing receiving or approval signature	n/a	- 0.00%	- 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%	- 0.00%
Receipts not itemized	n/a	- 0.00%	- 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%	\$ 2,297,624.49 12.91%
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%	\$ 17,795,288.66 100.00%

Total Outstanding Inquiries none 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%	\$ 0.10 0.00%
Paid sales tax*	Amount adjusted prior to payment*	\$ - 0.00%	\$ - 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%	\$ 17,795,288.76 100.00%

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	Jan-21		Feh-21		Mar-21	Apr-21	May-21	Jun-21
Incorrect accounts payable amount	Amount adjusted prior to payment	5	1.31%	2	0.52%				
Paid sales tax	Amount adjusted prior to payment	1	0.26%	1	0.26%				
Incorrect remittance address	Address verified	-	0.00%	4	1.04%				
Insufficient supporting documentation	Documentation provided	-	0.00%	-	0.00%				
Invoice date precedes purchase order date	Noted by Business Office	32	8.38%	15	3.89%				
Invoice over 90 days outstanding	Verified not a duplicate payment	13	3.40%	7	1.81%				
Missing receiving or approval signature	n/a	-	0.00%	-	0.00%				
Not an original invoice or receipt	Copy or fax accepted	-	0.00%	-	0.00%				
Receipts not itemized	n/a	-	0.00%	-	0.00%				
Total Number (#) of Inquiries		51	13.35%	29	7.51%				
Total Claims Audited		382	100.00%	386	100.00%				
Total Outstanding Inquiries		none		none					

Reason For Inquirv	Resolution	Jan-21		Feh-21		Mar-21	Apr-21	May-21	Jun-21
Incorrect accounts payable amount*	Amount adjusted prior to payment*	1,713,499.04	7.97%	15,824.07	0.11%				
Paid sales tax*	Amount adjusted prior to payment*	366.71	0.00%	10,704.19	0.07%				
Incorrect remittance address	Address verified	-	0.00%	10,709.28	0.07%				
Insufficient supporting documentation	Documentation provided	-	0.00%	-	0.00%				
Invoice date precedes purchase order date	Noted by Business Office	7,849,838.45	36.50%	128,596.60	0.89%				
Invoice over 90 days outstanding	Verified not a duplicate payment	548,542.37	2.55%	27,383.93	0.19%				
Missing receiving or approval signature	n/a	-	0.00%	-	0.00%				
Not an original invoice or receipt	Copy or fax accepted	-	0.00%	-	0.00%				
Receipts not itemized	n/a	-	0.00%	-	0.00%				
Total Value (\$) of Inquiries		\$ 10,112,246.57	47.03%	\$ 193,218.07	1.33%				
Total Claims Audited		\$ 21,503,755.36	100.00%	\$ 14,504,775.82	100.00%				
Total Outstanding Inquiries		none		none					

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

Reason For Inquirv	Resolution	Jan-21		Feh-21		Mar-21	Apr-21	May-21	Jun-21
Incorrect accounts payable amount*	Amount adjusted prior to payment*	\$ (28,610.77)	-0.13%	\$ (336.00)	0.00%				
Paid sales tax*	Amount adjusted prior to payment*	\$ (1.38)	0.00%	\$ (155.93)	0.00%				
Total Claims Audited		\$ 21,475,143.21	100.00%	\$ 14,504,283.89	100.00%				