

# CLAIMS AUDITOR LETTER



# Patchogue-Medford School District

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**Superintendent of Schools**  
Administrative Center  
241 South Ocean Avenue  
Patchogue, New York 11772

(631) 687-6370  
(631) 687-6369

June 28, 2023

Members of the Board of Education  
Patchogue-Medford School District  
c/o Donna Jones, Ed.D.  
Superintendent of Schools  
241 South Ocean Avenue  
Patchogue, NY 11772

Dear Members of the Board of Education:

Pursuant to our responsibilities as Internal Claim Auditors for the District, be advised that we have examined in detail all of the bills and claims made against the school district through May 31, 2023.

The findings of our review are that all items are in order and we have authorized the payment of approved bills or claims.

Very truly yours,

Adriane Brower  
Claims Auditor

Nancy Hoogsteden  
Claims Auditor (Alternate)

# CLAIMS AUDITOR REPORTS

# INTERNAL CLAIMS AUDITOR MONTHLY REPORT

Payroll Schedule - May 2023

*Adriane Brower*

Claims Auditor

I have audited the claims from each payroll during the month of May as noted below:

	<---Week ending 5/12--->		<---Week ending 5/26--->		<-----Monthly Totals----->	
	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
<b>INSTRUCTION</b>						
Professional Development and Mentors	7	\$ 1,420.00			7	\$ 1,420.00
Lunchroom Duties	189	\$ 43,500.00	189	\$ 42,718.75	378	\$ 86,218.75
Classroom Supervision Duties by Teachers	142	\$ 17,664.78	179	\$ 16,699.79	321	\$ 34,364.57
Classroom Supervision Duties by TA's	2	\$ 75.82	3	\$ 224.00	5	\$ 299.82
Homebound Tutoring	25	\$ 8,877.75	55	\$ 19,341.81	80	\$ 28,219.56
Planning & Collaboration - CRRSA ESSER 2					0	\$ -
Budget Substitute Teachers	84	\$ 47,760.00	89	\$ 48,690.00	173	\$ 96,450.00
Grant Substitute Teachers	51	\$ 16,170.00	42	\$ 11,857.50	93	\$ 28,027.50
IEP Writing/ICT Coaching					0	\$ -
Permanent Substitute Teachers*	35	\$ 56,775.00	40	\$ 56,850.00	75	\$ 113,625.00
Substitute Teacher Assistant	2	\$ 660.00	2	\$ 275.00	4	\$ 935.00
SCEP Building Substitute/Title I Improvements	8	\$ 1,809.86	30	\$ 6,014.86	38	\$ 7,824.72
TA Toileting Responsibilities	7	\$ 1,750.00			7	\$ 1,750.00
Curriculum Writing					0	\$ -
Alternative High School/After School Extra Help	131	\$ 44,710.20	147	\$ 65,004.30	278	\$ 109,714.50
PASS Program					0	\$ -
Extra Period	3	\$ 2,364.00	3	\$ 3,074.70	6	\$ 5,438.70
Parent/Student Meeting, ENL Academy/BIN Night - Title III	16	\$ 2,394.00	10	\$ 1,764.00	26	\$ 4,158.00
Universal Pre-K					0	\$ -
Empowering Minds/AM Supervision - Title IV					0	\$ -
Common Planning & Dual Certification	24	\$ 3,534.00	18	\$ 2,418.00	42	\$ 5,952.00
Crisis Prevention					0	\$ -
SEAL of Biliteracy- Title IV	7	\$ 2,163.00	3	\$ 2,520.00	10	\$ 4,683.00
<b>EXTRA CURRICULAR</b>						
Regular Chaperones	40	\$ 5,745.00	26	\$ 5,271.00	66	\$ 11,016.00
Intramural Activities Chaperones	2	\$ 943.00			2	\$ 943.00
Athletic Chaperones	21	\$ 4,423.50	20	\$ 3,496.50	41	\$ 7,920.00
Score Keeper & Timers	5	\$ 2,599.00	4	\$ 2,147.00	9	\$ 4,746.00
Coaching	1	\$ 3,307.15	15	\$ 56,494.55	16	\$ 59,801.70
Coaching - Post Season			3	\$ 3,861.00	3	\$ 3,861.00
Music & Art Program	45	\$ 35,905.00	19	\$ 11,583.00	64	\$ 47,488.00
Clubs	22	\$ 14,738.86	22	\$ 16,798.14	44	\$ 31,537.00
AP/PSAT Proctor					0	\$ -
Guidance Extra					0	\$ -
Bilingual Night					0	\$ -



	<---Week ending 5/12--->		<---Week ending 5/26--->		<-----Monthly Totals----->	
	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
<b>HEALTH SERVICES</b>						
Nurse's Salary Adjustment					0	\$ -
Nurses Retirements (Sick and/or Vacation Time)					0	\$ -
Nurses OT	4	\$ 1,196.57	5	\$ 804.00	9	\$ 2,000.57
Part-Time Nurses	2	\$ 4,039.07	2	\$ 3,165.75	4	\$ 7,204.82
Health Aides	15	\$ 17,511.10	15	\$ 16,994.92	30	\$ 34,506.02
Substitute Nurses	5	\$ 1,169.57	5	\$ 2,569.67	10	\$ 3,739.24
<b>INSTRUCTIONAL AIDES</b>						
Kindergarten Aides	23	\$ 14,702.79	23	\$ 14,559.95	46	\$ 29,262.74
ESL Aides	2	\$ 1,120.90	2	\$ 1,125.99	4	\$ 2,246.89
Science Aides	6	\$ 8,388.31	6	\$ 8,366.63	12	\$ 16,754.94
Special Education Aides	87	\$ 61,400.03	86	\$ 60,537.79	173	\$ 121,937.82
Attendance Aides	5	\$ 2,910.90	5	\$ 2,766.75	10	\$ 5,677.65
Computer Aides *grant funded	11	\$ 19,323.14	10	\$ 18,509.73	21	\$ 37,832.87
Computer Aides OT *grant funded	3	\$ 638.30	3	\$ 241.72	6	\$ 880.02
Library Aides	11	\$ 8,099.02	11	\$ 8,018.90	22	\$ 16,117.92
<b>SUBSTITUTE AIDES</b>						
Clerical Aides	11	\$ 3,664.91	6	\$ 1,848.59	17	\$ 5,513.50
Kindergarten Aides	1	\$ 46.50	3	\$ 279.00	4	\$ 325.50
Special Education Aides	13	\$ 4,213.66	11	\$ 3,020.06	24	\$ 7,233.72
Attendance Aides					0	\$ -
Health Aides	1	\$ 102.30	2	\$ 297.60	3	\$ 399.90
Computer Aides					0	\$ -
Library Aides					0	\$ -
<b>CSEA</b>						
Salary Adjustments					0	\$ -
CSEA Resignation (Payouts for Vacation Days)					0	\$ -
CSEA Retro Payments to Hourly Employees					0	\$ -
CSEA Retirements (Sick and/or Vacation Time)					0	\$ -
<b>PLANT &amp; FACILITIES</b>						
Custodial Night Differential	39	\$ 4,934.91	41	\$ 5,907.33	80	\$ 10,842.24
Custodial Night Differential OT	13	\$ 170.81	13	\$ 277.88	26	\$ 448.69
Custodial Overtime	25	\$ 5,175.08	28	\$ 6,794.24	53	\$ 11,969.32
Custodial Acting Job Differential	9	\$ 1,803.87	3	\$ 434.50	12	\$ 2,238.37
Custodial Acting Job Differential OT					0	\$ -
Part Time Custodians	38	\$ 20,866.80	35	\$ 19,611.30	73	\$ 40,478.10
Substitute Custodians	18	\$ 8,393.25	19	\$ 8,745.88	37	\$ 17,139.13
Maintenance Workers Night Differential	5	\$ 289.91	6	\$ 319.03	11	\$ 608.94
Maintenance Workers Night Differential OT	1	\$ 18.11	4	\$ 26.40	5	\$ 44.51
Maintenance Workers Overtime	8	\$ 3,309.66	10	\$ 2,481.89	18	\$ 5,791.55
Maintenance Acting Job Differential					0	\$ -
Maintenance Acting Job Differential OT					0	\$ -

	<---Week ending 5/12--->		<---Week ending 5/26--->		<-----Monthly Totals----->	
	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
<b>FOOD SERVICE</b>						
Full Time Food Service Workers	11	\$ 18,590.80	11	\$ 18,458.80	22	\$ 37,049.60
Food Service Overtime	9	\$ 171.68	1	\$ 136.63	10	\$ 308.31
Food Service Acting Diff	5	\$ 781.50	6	\$ 786.00	11	\$ 1,567.50
Part Time Food Service Workers	56	\$ 35,217.45	55	\$ 34,171.62	111	\$ 69,389.07
Substitute Food Service	11	\$ 2,631.01	6	\$ 3,044.17	17	\$ 5,675.18
Lunchroom aides	9	\$ 4,331.86	9	\$ 4,238.31	18	\$ 8,570.17
Substitute Lunchroom aides					0	\$ -
<b>TRANSPORTATION</b>						
Bus Drivers	6	\$ 10,767.62	6	\$ 9,995.26	12	\$ 20,762.88
Bus Drivers Overtime	6	\$ 3,634.27	6	\$ 5,100.56	12	\$ 8,734.83
Sub Bus Driver					0	\$ -
Bus Aides	30	\$ 20,523.30	29	\$ 20,402.53	59	\$ 40,925.83
Substitute Bus Aides	1	\$ 465.00	1	\$ 449.50	2	\$ 914.50
<b>SECURITY</b>						
Security Guards Normal Duty	97	\$ 97,476.75	93	\$ 99,450.75	190	\$ 196,927.50
Security Guards OT	12	\$ 1,968.75	16	\$ 4,228.88	28	\$ 6,197.63
Before & After Care Security	16	\$ 4,284.00	19	\$ 4,473.00	35	\$ 8,757.00
Before & After Care Security OT	2	\$ 173.25	2	\$ 189.00	4	\$ 362.25
Adult Education Security	1	\$ 588.00	1	\$ 567.00	2	\$ 1,155.00
Alternative High School Security					0	\$ -
Sporting Events Security	2	\$ 1,323.00	4	\$ 1,596.00	6	\$ 2,919.00
Sporting Events Security OT	1	\$ 409.50	1	\$ 504.00	2	\$ 913.50
Community Schools Security	4	\$ 1,921.50	5	\$ 1,900.50	9	\$ 3,822.00
Community Schools Security OT	1	\$ 47.25	1	\$ 189.00	2	
Greeters	24	\$ 15,205.54	25	\$ 15,316.95	49	\$ 30,522.49
Substitute Greeters	3	\$ 451.75	2	\$ 274.50	5	\$ 726.25
<b>MISCELLANEOUS</b>						
Adult Education	1	\$ 1,632.00	1	\$ 1,632.00	2	\$ 3,264.00
Before & After Care	40	\$ 30,057.75	39	\$ 30,820.46	79	\$ 60,878.21
Election Inspectors					0	\$ -
Other Overtime Claims	8	\$ 3,541.11	9	\$ 3,526.18	17	\$ 7,067.29
Proctoring			4	\$ 2,892.00	4	\$ 2,892.00
Interim Employees					0	\$ -
Lavatory Aides	20	\$ 10,909.45	21	\$ 11,182.98	41	\$ 22,092.43
Miscellaneous Claims	2	\$ 696.83	1	\$ 636.72	3	\$ 1,333.55
<b>TOTAL CLAIMS</b>	<b>1568</b>	<b>\$ 723,805.31</b>	<b>1607</b>	<b>\$ 784,122.70</b>	<b>3175</b>	<b>\$ 1,507,691.76</b>

\*totals for permanent substitutes are comprised from those paid through the budget as well as through federal grants



**OFFICE OF BUSINESS ADMINISTRATION  
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

**Payroll Adjustments and Summaries – May 2023**

**Manual Checks & Non-cash Sick Pay:**

Payroll Week Ending	Reference Number Sequence	Number of Claims	Gross Pay	FICA Withholding - Employer Share	Medicare Withholding - Employer Share
05/12/23					
05/26/23	5119-5134	16	\$ 5,620.90	\$ 348.49	\$ 81.51
<b>TOTALS</b>		<b>16</b>	<b>\$ 5,620.90</b>	<b>\$ 348.49</b>	<b>\$ 81.51</b>

**Voided Checks:**

Payroll Week Ending	Check Number(s)	Number of Claims	Gross Pay	Net Pay	Reason(s)
05/12/23					
05/26/23	*, 946340, 946515, 947077, 947354	67	\$ 39,474.17	\$ 29,629.26	*63 stale dated checks, 1 ck voided in error, 1 dock pay, 2 wrong employee paid for claim form
<b>TOTALS</b>		<b>67</b>	<b>\$ 39,474.17</b>	<b>\$ 29,629.26</b>	

**Payroll Summaries:**

Payroll Week Ending	Number of Checks	Check Sequence	Gross Payment
05/12/23	1,667	944664-946330	\$ 4,515,154.98
05/26/23	1,822	946331-948069	\$ 4,614,074.00

stale checks reissued

I have verified the accuracy of the payroll adjustments required to record disability taxes from each payroll during the month of May as noted above. I have also reviewed and accounted for all checks that were voided during the month. All check sequences for payroll transactions have been properly reconciled.

  
Claims Auditor

**OFFICE OF BUSINESS ADMINISTRATION  
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

**Substitute Teachers, Paid from the Budget – May 2023**

I have tallied the claims from each payroll during the month of May as noted below:

*Adriane Brower*

Claims Auditor

		<---Week ending 5/12--->		<---Week ending 5/26--->		<-----Monthly Totals----->	
		Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days
<b>ELEMENTARY SCHOOL BUILDINGS</b>							
	Barton	7	15.5	10	28.0	17	43.5
	Bay	7	15.0	5	14.0	12	29.0
	Canaan	5	19.5	7	24.0	12	43.5
	Eagle	2	4.5	3	5.5	5	10.0
	Medford	7	27.5	5	18.5	12	46.0
	River	6	13.0	10	18.0	16	31.0
	Tremont	7	33.0	6	29.0	13	62.0
<b>MIDDLE SCHOOL BUILDINGS</b>							
	Oregon	7	16.0	6	23.5	13	39.5
	Saxton	9	44.0	9	25.0	18	69.0
	South Ocean	8	28.5	9	37.0	17	65.5
<b>HIGH SCHOOL BUILDING</b>							
	Patchogue-Medford H.S.	19	70.5	19	74.0	38	144.5
<b>TOTAL CLAIMS</b>		<b>84</b>	<b>287.0</b>	<b>89</b>	<b>296.5</b>	<b>173</b>	<b>583.5</b>



**OFFICE OF BUSINESS ADMINISTRATION  
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

**Substitute Teachers, Paid from Grants – May 2023**

I have tallied the claims from each payroll during the month of May as noted below:

*Adriane Brower*  
Claims Auditor

		<---Week ending 5/12--->		<---Week ending 5/26--->		<-----Monthly Totals----->	
ELEMENTARY SCHOOL BUILDINGS		Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days
	Barton	8	14.5	3	4.5	11	19.0
	Bay			1	1.5	1	1.5
	Canaan	5	6.5	5	4.5	10	11.0
	Eagle	8	19.5	11	25.0	19	44.5
	Medford	4	4.0			4	4.0
	River	4	14.0	4	11.0	8	25.0
	Tremont	3	2.0	2	1.5	5	3.5
<b>MIDDLE SCHOOL BUILDINGS</b>							
	Oregon	3	8.0	2	5.0	5	13.0
	Saxton	4	10.5	3	9.0	7	19.5
	South Ocean	5	12.5	6	7.0	11	19.5
<b>HIGH SCHOOL BUILDING</b>							
	Patchogue-Medford H.S.	7	15.0	5	10.0	12	25.0
<b>TOTAL CLAIMS</b>		<b>51</b>	<b>106.5</b>	<b>42</b>	<b>79.0</b>	<b>93</b>	<b>185.5</b>

**OFFICE OF BUSINESS ADMINISTRATION  
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

**Custodial Overtime – May 2023**

I have tallied the claims from each payroll during the month of May noted below:

*Adriane Brower*  
Claims Auditor

		<---Week ending 5/12--->		<---Week ending 5/26--->		<-----Monthly Totals----->	
		Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
<b>ELEMENTARY SCHOOL BUILDINGS</b>							
	Barton	1	\$ 157.44	3	\$ 387.17	4	\$ 544.61
	Bay	1	\$ 50.93	1	\$ 50.93	2	\$ 101.86
	Canaan	3	\$ 205.53	3	\$ 167.32	6	\$ 372.85
	Eagle	3	\$ 981.59	3	\$ 1,098.84	6	\$ 2,080.43
	Medford	2	\$ 383.10	2	\$ 1,112.73	4	\$ 1,495.83
	River	1	\$ 186.96	2	\$ 824.33	3	\$ 1,011.29
	Tremont	1	\$ 578.20	1	\$ 373.83	2	\$ 952.03
<b>MIDDLE SCHOOL BUILDINGS</b>							
	Oregon	3	\$ 206.99	3	\$ 398.86	6	\$ 605.85
	Saxton	1	\$ 103.55			1	\$ 103.55
	South Ocean	1	\$ 616.82	2	\$ 721.45	3	\$ 1,338.27
<b>HIGH SCHOOL BUILDING</b>							
	Patchogue-Medford H.S.	8	\$ 1,703.97	8	\$ 1,658.78	16	\$ 3,362.75
<b>PLANT AND FACILITIES</b>							
	Maintenance Workers	5	\$ 2,289.74	5	\$ 1,550.40	10	\$ 3,840.14
	Truck Drivers			2	\$ 180.13	2	\$ 180.13
	Groundskeepers	3	\$ 1,019.92	3	\$ 751.36	6	\$ 1,771.28
<b>TOTAL CLAIMS</b>		<b>33</b>	<b>\$ 8,484.74</b>	<b>38</b>	<b>\$ 9,276.13</b>	<b>71</b>	<b>\$ 17,760.87</b>



# INTERNAL CLAIMS AUDITOR MONTHLY REPORT

## Cash Disbursements - May 2023

Fund	Warrant Number	Warrant Date	Number of Claims	Warrant Amount	Check Sequence	Number of Discrepancies	Description of Discrepancies	Discrepancies Amount	Check Number(s)
A	126	5/2/2023	157	\$ 4,618,316.05	242340-242486	3	confirming PO's	\$ 2,136.45	242374, 242381, 242404
C	38	5/2/2023	17	\$ 71,271.35	242487-242502	0	none	\$ -	
F	37	5/2/2023	5	\$ 117,809.71	242503-242507	0	none	\$ -	
H	17	5/2/2023	1	\$ 96.67	242508	0	none	\$ -	
PC	127	5/2/2023	6	\$ 477,641.23	242509-242514	0	none	\$ -	
A	129	5/9/2023	134	\$ 876,600.03	242515-242642	2	1 confirming PO, 1 void: wrong amount	\$ 1,288.57	242613, 242556
C	39	5/9/2023	11	\$ 94,314.41	242643-242653	0	none	\$ -	
F	38	5/9/2023	3	\$ 36,417.91	242654-242656	0	none	\$ -	
H	18	5/9/2023	3	\$ 355,572.34	242657-242659	0	none	\$ -	
PC	130	5/9/2023	5	\$ 47,053.35	242660-242664	0	none	\$ -	
A	133	5/16/2023	153	\$ 930,866.77	242665-242794	4	3 confirming PO's, 1 void: wrong vendor	\$ 685.67	242748, 242755, 242746, 242793
C	40	5/16/2023	10	\$ 24,401.87	236074-242802	0	none	\$ -	
F	39	5/16/2023	1	\$ 43.96	242803	0	none	\$ -	
PC	134	5/16/2023	3	\$ 14,331.52	242804-242806	0	none	\$ -	
A	136	5/23/2023	138	\$ 314,463.19	242807-242938	2	confirming PO's	\$ 1,684.45	242896, 242915
C	41	5/23/2023	18	\$ 56,452.33	242939-242955	0	none	\$ -	
F	40	5/23/2023	15	\$ 365,035.15	242956-242970	0	none	\$ -	
H	19	5/23/2023	1	\$ 4,589.63	242971	0	none	\$ -	
PC	137	5/23/2023	1	\$ 2,352.32	242972	0	none	\$ -	
1418			682	\$ 8,407,629.79		11		\$ 5,795.14	



Voided Checks:

Fund	Check Date	Void Date	Check Number	Reason
A	06/03/19	5/2/2023	207736	stale
A	02/24/20	5/2/2023	213554	stale
A	04/28/20	5/2/2023	215284	stale
A	07/08/20	5/2/2023	217446	lost/reissue
A	03/23/21	5/2/2023	223588	lost/reissue
A	11/22/21	5/2/2023	229187	lost/reissue
A	4/26/22	5/2/2023	233199	lost/reissue
A	06/21/22	5/2/2023	234917	lost/reissue
A	09/29/22	5/2/2023	236379	no longer eligible for medicare reimb
A	12/28/22	5/2/2023	238689	no longer eligible for medicare reimb
C	11/22/21	5/2/2023	229238	lost/reissue
A	06/02/20	5/9/2023	215918	lost/reissue
A	07/08/20	5/9/2023	217445	lost/reissue
A	07/27/21	5/9/2023	226421	lost/reissue #2
A	01/18/22	5/9/2023	230780	lost/reissue
A	01/25/22	5/9/2023	230869	lost/reissue
A	09/20/22	5/9/2023	237064	wrong vendor
A	07/08/20	5/16/2023	217618	lost/reissue
A	02/22/22	5/16/2023	231385	lost/reissue
A	03/30/22	5/16/2023	231930	deceased-medicare
A	06/29/22	5/16/2023	234079	deceased-medicare
A	07/19/22	5/16/2023	235275	lost/reissue
A	09/06/22	5/16/2023	236015	lost/reissue
A	09/20/22	5/16/2023	237022	lost/reissue #2
A	10/11/22	5/16/2023	237281	lost/reissue
A	10/25/22	5/16/2023	237619	lost/reissue
A	10/25/22	5/16/2023	237631	lost/reissue
A	11/01/22	5/16/2023	237749	lost/reissue
A	11/21/22	5/16/2023	238122	lost/reissue
A	11/21/22	5/16/2023	238234	lost/reissue
A	12/01/22	5/16/2023	238331	lost/reissue
A	12/28/22	5/16/2023	238685	lost/reissue
A	12/28/22	5/16/2023	238940	stale-medicare
A	12/21/22	5/16/2023	239438	lost/reissue
A	01/10/23	5/16/2023	239744	lost/reissue
A	01/24/23	5/16/2023	239971	lost/reissue
A	02/14/23	5/16/2023	240608	lost/reissue
A	03/07/23	5/16/2023	240833	lost/reissue
A	03/21/23	5/16/2023	241684	lost/reissue
A	05/09/23	5/16/2023	242556	incorrect amount
C	09/06/22	5/16/2023	236074	petty cash not used
C	09/20/22	5/16/2023	237081	lost/reissue
C	08/09/22	5/23/2023	235716	lost/reissue

Summary:

Discrepancy Occurrence	1.61%
Void Occurrence	7.18%

A	08/03/21	5/23/2023	226503	lost/reissue
A	09/29/22	5/23/2023	236123	lost/reissue
A	09/29/22	5/23/2023	236286	lost/reissue
A	12/28/22	5/23/2023	238432	lost/reissue
A	05/02/23	5/23/2023	242454	paid in error
A	05/16/23	5/23/2023	242746	wrong purchase order

**Notes:**

I have audited the cash disbursements from each warrant during the month of May as noted above. Pursuant to my duties as Claims Auditor, I have verified all expenditures to be legitimate and in accordance with Board Policy # 3434. I have reconciled all checks for the month and verified the check sequence to be accurate. All warrants have been accounted for and there are no gaps in the number sequence.

  
 Claims Auditor

OFFICE OF BUSINESS ADMINISTRATION  
INTERNAL CLAIMS AUDITOR MONTHLY REPORT

Worker's Compensation - May 2023

Warrant Date	Number of Claims	Amount	Check Sequence	Number of Discrepancies	Description of Discrepancies	Discrepancy Amount	Check Number(s)
5/5/2023	5	\$ 74,422.66	34350-34354	0	none	\$ -	
5/9/2023	1	\$ 300.00	34355	0	none	\$ -	
5/16/2023	2	\$ 3,669.61	34356-34357	0	none	\$ -	
5/19/2023	4	\$ 5,554.05	34358-34361	0	none	\$ -	
5/22/2023	1	\$ 208.45	34362	0	none	\$ -	
5/24/2023	10	\$ 3,732.40	34363-34372	0	none	\$ -	
5/25/2023	11	\$ 3,990.40	34373-34383	0	none	\$ -	
5/30/2023	1	\$ 300.00	34384	0	none	\$ -	
<b>TOTALS</b>	<b>35</b>	<b>\$ 92,177.57</b>		<b>0</b>		<b>\$ -</b>	

Voided Checks:

Warrant Date	Check Number	Reason
04/12/23	34284	wrong vendor

Summary:

Discrepancy Occurrence	0.00%
Void Occurrence	2.86%

I have audited the worker's compensation cash disbursements from each warrant during the month of May as noted above.

*Adriane Brower*  
Claims Auditor



OFFICE OF BUSINESS ADMINISTRATION  
INTERNAL CLAIMS AUDITOR MONTHLY REPORTS

Fund Transfer Audit - Wire Authorizations for the Month of May, 2023

I have audited the wire authorizations of fund transfers for the month of May as noted below:

  
Claims Auditor

Bank	Account	Number of Deposits	Deposit Total	Discrepancies	Number of Disbursements	Disbursements Total	Discrepancies
Capital One	Capital Fund				3	\$ 360,258.64	None
	Capital Investment						
	Debt Service Fund						
	Debt Service Investment						
	Disbursement	15	\$ 7,866,251.37	None			
	General Fund	4	\$ 5,591,200.89	None	26	\$ 17,035,120.20	None
	Money Market						
	General / Child Care				1	\$ 110,000.00	None
	Payroll	2	\$ 5,834,116.66	None	2	\$ 5,803,140.80	None
	Food Service				6	\$ 390,706.61	None
	Special Aid	3	\$ 1,070,000.00	None	6	\$ 1,078,113.66	None
	Payroll Clearing	8	\$ 9,785,432.28	None	19	\$ 9,240,743.14	None
Chase	Capital Investment						
	General Investment						
	Workers Compensation	13	\$ 129,797.86	None			
	Clearing						
Sterling National	Capital Investment						
	General Investment						
	Clearing						
Flushing Bank	Capital Investment						
	General Investment						
	Clearing						
TOTALS		45	\$30,276,799.06		63	\$34,018,083.05	

Each wire transaction has been reconciled against the corresponding bank statements and verified to be accurate in accordance with Board Policy # 3471.

**OFFICE OF BUSINESS ADMINISTRATION  
PATCHOGUE-MEDFORD SCHOOLS  
241 South Ocean Avenue  
Patchogue, NY 11772-3787  
(631) 687-6330**

**TO:** Patchogue-Medford Board of Education  
**FROM:** Adriane Brower, Internal Claims Auditor *a. Brower*  
**DATE:** June 22, 2023  
**RE:** nVision Audit Reports

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I have reviewed the Payroll Change Analysis Report for the month of May 2023. All changes made by the Payroll Department are reasonable.

I have reviewed the Audit Analysis Report for the month of May 2023. All changes are reasonable.

I have reviewed the Login/Logout Audit Report for the randomly selected date of May 18, 2023. All users are authorized.

I will keep the Board and the Business Office informed of any unusual activity.

cc: F. Mazzie