

Michael J. Haran

Claims Auditing & Municipal Consulting
13 East Brook Road
Eastport, NY 11941
631-801-2188
631-740-1934 cell

May 22, 2017

Ms. Roberta O. Hunter, Esq.
President, Board of Education
Southampton Union Free School District
70 Leland Lane
Southampton, NY 11968

This report is being furnished in accordance with our engagement as claims auditor for the Southampton Union Free School District as appointed by the Board of Education at its annual reorganization meeting in July 2016. Attached to this letter is a schedule of warrants audited and approved for payment for the month of February 2017 for the year ending June 2017.

For the month of February 2017 there two instances where a purchase order was issued after the purchase had been made. In one of these instances, there was no explanatory memo as provided for in district policy.

The details of these items are itemized on the schedule of warrants audited.

We thank Ms. Smith and her staff for their cooperation and for their efforts to improve the claims processing function.

Sincerely,



Michael J. Haran

cc: Maria H. Smith, Assistant Superintendent for Business

SOUTHAMPTON UNION FREE SCHOOL DISTRICT
 Claims Payment Summary - February 2017

Audit Date	Fund	Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
2/2/2017	A	47	1/21/2017	2/3/2017	157455	157604	150	\$ 916,871.47
2/2/2017	A	48	1/21/2017	2/3/2017	1000337	1000338	2	\$ 142,167.07
2/2/2017	C	14	1/21/2017	2/3/2017	8500	8501	2	\$ 488.32
2/2/2017	D	7	1/21/2017	2/3/2017	1666	1669	4	\$ 4,512.21
2/2/2017	EXC	13	1/21/2017	2/3/2017	7321	7322	2	\$ 241.00
2/2/2017	F	42	1/21/2017	2/3/2017	8640	8643	4	\$ 1,452.89
2/2/2017	F	43	1/21/2017	2/3/2017	8660	8671	12	\$ 3,141.25
2/2/2017	T	43	1/21/2017	2/3/2017	18765	18765	1	\$ 2,805.00
2/2/2017	T	44	1/21/2017	2/3/2017	18766	18773	8	\$ 12,098.22
2/2/2017	T	45	1/21/2017	2/3/2017	1000331	1000336	6	\$ 586,616.05
2/16/2017	A	50	2/4/2017	2/17/2017	157605	157737	135	\$ 494,950.78
2/16/2017	A	51	2/4/2017	2/17/2017	1000344	1000345	2	\$ 82,729.32
2/16/2017	C	15	2/4/2017	2/17/2017	8502	8528	27	\$ 32,631.08
2/16/2017	D	8	2/4/2017	2/17/2017	1670	1670	1	\$ 6,500.00
2/16/2017	EXC	14	2/4/2017	2/17/2017	7323	7324	2	\$ 439.00
2/16/2017	F	44	2/4/2017	2/17/2017	8647	8647	1	\$ 4,200.00
2/16/2017	F	47	2/4/2017	2/17/2017	8648	8648	1	\$ 102.00
2/16/2017	F	45	2/4/2017	2/17/2017	8644	8648	5	\$ 9,070.60
2/16/2017	F	46	2/4/2017	2/17/2017	8672	8683	12	\$ 3,479.31
2/16/2017	T	48	2/4/2017	2/17/2017	1000339	1000343	5	\$ 544,432.20
2/16/2017	T	46	2/4/2017	2/17/2017	18774	18775	2	\$ 4,315.00
2/16/2017	T	47	2/4/2017	2/17/2017	18776	18787	12	\$ 87,508.78

Total \$ 2,853,242.77

Details of Findings

Audit Date	Fund	Warrant #	Check #	Vendor	Finding	Amount	Recommendations
2/2/2017	A	47	157528	LacrosseBallStore.com	Confirming PO without memo.	\$ 1,971.94	Issue PO before purchase is made.
2/2/2017	F	42	8641	Education Week	Coirming PO w/memo	\$ 147.60	Issue PO before purchase is made.