

# Michael J. Haran

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May 24, 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 March 2017 for the year ending June 2017.

For the month of March 2017 there two instances where a purchase order was issued after the purchase had been made. In both of these instances, an explanatory memo was completed pursuant to 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 - March 2017

Audit Date	Fund	Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
3/2/2017	A	53	2/18/2017	3/3/2017	15738	157804	69	\$ 176,850.49
3/2/2017	A	54	2/18/2017	3/3/2017	1000351	1000351	1	\$ 5,294.05
3/2/2017	C	16	2/18/2017	3/3/2017	8529	8533	5	\$ 7,639.16
3/2/2017	EXC	15	2/18/2017	3/3/2017	7325	7326	2	\$ 7,079.06
3/2/2017	F	48	2/18/2017	3/3/2017	8684	8695	12	\$ 3,130.61
3/2/2017	T	49	2/18/2017	3/3/2017	18788	18789	2	\$ 3,303.92
3/2/2017	T	50	2/18/2017	3/3/2017	18797	18797	8	\$ 11,819.54
3/2/2017	T	51	2/18/2017	3/3/2017	1000346	1000350	5	\$ 523,777.72
3/16/2017	A	56	3/4/2017	3/17/2017	157805	157959	160	\$ 233,384.46
3/16/2017	A	57	3/4/2017	3/17/2017	1000358	1000330	3	\$ 211,532.68
3/16/2017	C	17	3/4/2017	3/17/2017	8534	8553	20	\$ 13,445.27
3/16/2017	D	9	3/4/2017	3/17/2017	1671	1671	1	\$ 605.44
3/16/2017	EXC	16	3/4/2017	3/17/2017	7327	7330	4	\$ 3,636.25
3/16/2017	F	49	3/4/2017	3/17/2017	8649	8654	6	\$ 3,090.09
3/16/2017	F	50	3/4/2017	3/17/2017	8649	8652	4	\$ 3,994.50
3/16/2017	F	51	3/4/2017	3/17/2017	8596	8707	12	\$ 2,087.89
3/16/2017	T	52	3/4/2017	3/17/2017	18798	18804	7	\$ 6,259.00
3/16/2017	T	53	3/4/2017	3/17/2017	18805	18815	11	\$ 86,984.12
3/16/2017	T	54	3/4/2017	3/17/2017	1000352	100357	6	\$ 676,861.43
3/30/2017	A	59	3/18/2017	3/31/2017	157960	158075	116	\$ 500,985.71
3/30/2017	A	60	3/18/2017	3/31/2017	158076	158191	116	\$ 61,252.80
3/30/2017	A	63	3/18/2017	3/31/2017	1000364	1000364	1	\$ 16,580.01
3/30/2017	C	18	3/18/2017	3/31/2017	8554	8564	11	\$ 11,526.70
3/30/2017	D	10	3/18/2017	3/31/2017	1672	1672	1	\$ 15.59
3/30/2017	EXC	17	3/18/2017	3/31/2017	7331	7332	2	\$ 5,361.45
3/30/2017	F	52	3/18/2017	3/31/2017	8654	8656	4	\$ 3,643.72
3/30/2017	F	53	3/18/2017	3/31/2017	8653	8653	1	\$ 7,380.00
3/30/2017	F	54	3/18/2017	3/31/2017	8657	8657	1	\$ 2,654.25
3/30/2017	F	55	3/18/2017	3/31/2017	8708	8716	9	\$ 2,062.53
3/30/2017	T	55	3/18/2017	3/31/2017	18816	18819	4	\$ 32,170.00
3/30/2017	T	56	3/18/2017	3/31/2017	18820	18825	6	\$ 4,745.89
3/30/2017	T	57	3/18/2017	3/31/2017	1000361	1000363	3	\$ 538,015.02

Total \$ 1,303,914.25

Details of Findings

Audit Date	Fund	Warrant #	Check #	Vendor	Finding	Amount	Recommendations
3/30/2017	A	59	158001	Hope For Youth	Confirming PO w/memo	\$ 544.72	Issue PO before purchase is made
3/30/2017	A	59	158015	Peter J Ludlow	Confirming PO w/memo	\$ 3,590.00	Issue PO before purchase is made