

Michael J. Haran

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

July 6, 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 April 2017 for the year ending June 2017.

For the month of April 2017 there was one instance where a purchase order was issued after the purchase had been made. An explanatory memo was completed pursuant to district policy.

The details of this item is 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

M. H. Smith
7/19/17

SOUTHAMPTON UNION FREE SCHOOL DISTRICT
 Claims Payment Summary - April 2017

Audit Date	Fund	Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
4/13/2017	A	62	4/1/2017	4/14/2017	158192	158295	105	\$ 158,851.85
4/13/2017	A	64	4/1/2017	4/14/2017	158304	158304	9	\$ 3,180.40
4/13/2017	A	65	4/1/2017	4/14/2017	1000369	1000371	3	\$ 58,254.97
4/13/2017	C	19	4/1/2017	4/14/2017	8565	8574	10	\$ 11,016.20
4/13/2017	D	11	4/1/2017	4/14/2017	1651	1651	1	\$ 785.00
4/13/2017	F	56	4/1/2017	4/14/2017	8658	8658	1	\$ 7,800.00
4/13/2017	F	57	4/1/2017	4/14/2017	8717	8717	1	\$ 714.29
4/13/2017	F	58	4/1/2017	4/14/2017	8656	8658	3	\$ 9,780.00
4/13/2017	T	58	4/1/2017	4/14/2017	18826	18829	4	\$ 3,368.00
4/13/2017	T	59	4/1/2017	4/14/2017	1000364	1000368	5	\$ 534,309.91
4/13/2017	T	60	4/1/2017	4/14/2017	18830	18837	8	\$ 12,065.17
4/27/2017	A	67	4/15/2017	4/30/2017	158305	158420	117	\$ 467,872.99
4/27/2017	A	68	4/15/2017	4/30/2017	1000372	1000372	1	\$ 38,529.42
4/27/2017	A	69	4/15/2017	4/30/2017	1000374	1000381	8	\$ 1,258,400.00
4/27/2017	A	70	4/15/2017	4/30/2017	1000381	1000382	2	\$ -
4/27/2017	A	71	4/15/2017	4/30/2017	158421	158424	4	\$ 2,639.40
4/27/2017	A	72	4/15/2017	4/30/2017	1000388	1000390	3	\$ 583,598.69
4/27/2017	C	20	4/15/2017	4/30/2017	8575	8583	10	\$ 25,671.80
4/27/2017	D	12	4/15/2017	4/30/2017	1673	1674	2	\$ 8,636.51
4/27/2017	EXC	18	4/15/2017	4/30/2017	7333	7334	2	\$ 447.64
4/27/2017	F	59	4/15/2017	4/30/2017	8659	8659	1	\$ 1,713.00
4/27/2017	F	60	4/15/2017	4/30/2017	8718	8718	1	\$ 714.29
4/27/2017	F	61	4/15/2017	4/30/2017	8659	8660	2	\$ 133.27
4/27/2017	T	6	4/15/2017	4/30/2017	1000373	1000373	1	\$ 339,401.58
4/27/2017	T	62	4/15/2017	4/30/2017	18838	18848	11	\$ 41,012.16
4/27/2017	T	63	4/15/2017	4/30/2017	1000383	1000387	5	\$ 570,569.81

Total \$ 3,568,896.54

Details of Findings

Audit Date	Fund	Warrant #	Check #	Vendor	Finding	Amount	Recommendations
4/13/2017	A	62	158200	Baseball Heaven Inc	Confirming PO w/memo	\$ 325.00	Issue PO before purchase is made



PURCHASE ORDER

162217

Page 1 of 1

SOUTHAMPTON UFSD
70 LELAND LANE
SOUTHAMPTON, NY 11968-5089
TEL (631) 591-4500 FAX (631) 287-2870
Federal Tax ID #11-6002005

DATE: 3/30/2017
VENDOR #: 14690
REQUISITION #: 49500


PAID

APR 13 2017


REQUESTOR: Gravano, Cel


ORDER TO: SOUTHAMPTON PUBLIC SCHOOL
BASEBALL HEAVEN INC. 350 SILLS ROAD YAPHANK, NY 11980

SHIP TO:
Southampton High School 141 Narrow Lane Southampton, NY 11968

I certify that the goods and/or services listed herein have been received in good order  Building Principal/Administrator


Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	rental fee for baseball team to play a double header with Hampton Bays at Baseball Heaven. Hampton Bays is paying for one game and we are paying for one game. 3/29/17	325.0000		0.00	325.00
<i>34907 3/29/17 rental</i>					
Total:					325.00

AUDITED FOR PAYMENT
APR 15 2017
BY:  CLAIMS AUDITOR


4/06/17

Budget Code	PO Amount	Budget Code	PO Amount
A285540000	325.00		

APPROVAL BY PURCHASING AGENT
This Purchase Order is not valid unless signed by the Purchasing Officer.


Danielle Leef

70 Leland Lane
Southampton, New York 11968
631-591-4518
631-287-2870-Fax

Confirming Purchase Order Form

Date: 3/29

To: Cel Gravano

From: Danielle Leef
Purchasing Agent

RE: Ordering Procedure

All purchases transacted between the Southampton UFSD and any/all vendors, must be in compliance with the Board of Education approved Purchasing Policy.

The requisition below represents an order processed or travel/conference related expenses expended by your department **prior** to the approval of the required purchase order. Please know that a Purchase Order (not a Requisition) must be issued & received by your department prior to ordering any product, service or any travel related expenses.

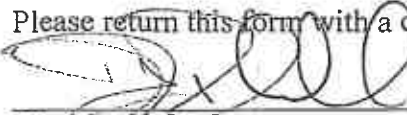
In the event of an emergency situation, or if you have any questions, please contact me before proceeding with an order.

Please indicate on this form the reason for issuing a requisition after placing an order for materials, membership, services, or after traveling or attending a conference:

Arrangements were made late on 3/28 to use field at Baseball Heaven on 3/29 for a double-header. This is necessary due to 2 rainouts.

Requisition # 49500

Please return this form with a copy of the Requisition.


Principal/Director Signature

Office Use Only


Maria Smith, Superintendent for Business

Approved 3/30/17 Disapproved

AUDITED FOR PAYMENT

APR 13 2017
BY: 
CLAIMS AUDITOR

PA absent 3/29



March 28, 2017

Southampton High school
141 Narrow Lane
Southampton, NY

The following date and times will be reserved for Southampton High School & Hampton Bays High School, to play the following High School Baseball Games at the Baseball Heaven Facility, in Yaphank, NY. Please sign contract and send one copy with full payment, payable to Baseball Heaven Inc., no later than March 29, 2017.

The following date & time will be reserved for all games listed below:

Tuesday March 21, 2017: Field 3 at 3:45PM (DH)

Cost Associated With Contract is \$650.00:

Payments: Southampton High School will be responsible for paying \$325.00 and Hampton Bays High School will be responsible for paying \$325.00 of this contract

Game Notes: Teams may arrive no more than 90 minutes prior before their scheduled start time for Warm-Ups. Teams **ARE NOT** guaranteed batting practice or warm up on an assigned field.

This contract cannot be cancelled due to lack of players/teams/leagues availability for each date.

AUDITED
FOR PAYMENT
APR 1 2017
BY: _____
CLAIMS AUDITOR

Baseball Heaven Inc.
350 Sill Road
Yaphank, NY 11980

Tel: 631-205-5109
Fax: 631-205-5517
Email: info@baseballheavenli.com

****All dates mentioned above will be held for college games only, any other use of Baseball Heaven's facility (unless authorized by Baseball Heaven Management) will be considered a violation of this agreement and void any and all terms mentioned.**

****Baseball Heaven will be responsible for all field maintenance.**

****Baseball Heaven will be responsible for all garbage removal.**

****Baseball Heaven will provide concessions for sale throughout the above mentioned events.**

****Baseball Heaven will provide full access to team personnel for the press box and scoreboards.**

**** Baseball Heaven requires that ALL TEAMS carry a liability insurance policy naming Baseball Heaven, Inc. as additionally insured for no less than \$2,000,000. ALL TEAMS ARE REQUIRED TO SUBMIT INSURANCE CERTIFICATES TO BASEBALL HEAVEN INC., NO LATER THAN March 29th, 2017.**

**** Rubber cleats and/or turf shoes are required on all PITCHERS & CATCHERS.**


NOTE: Any damaged caused to our turf mounds, resulting from the use of improper footwear, will be the sole responsibility of Southampton High School & Hampton Bays High School to replace or repair. **Any Damages to the facility will be Southampton High School & Hampton Bays High School.****

NOTE: ** This contract shall becoming binding, when signed by both parties. No cancellations can be made.

**** Refunds are given as facility credit only.**

Frank Zitaglio GM, Baseball Heaven

Date

_____

Southampton Representative

_____

Date

Baseball Heaven Inc.
350 Sill Road
Yaphank, NY 11980

Tel: 631-205-5109
Fax: 631-205-5517
Email: info@baseballheavenli.com