

Michael J. Haran

Claims Auditing & Municipal Consulting

13 East Brook Road

Eastport, NY 11941

631-801-2188

631-740-1934 cell

September 19, 2016

Ms. Heather McCallion
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 August 2016 for the year ending June 2017.

For the month of August 2016 there were the following reportable findings:

There was one instance where services were obtained before the issuance of a purchase order.

The details of this items 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



SOUTHAMPTON UNION FREE SCHOOL DISTRICT
 Claims Payment Summary - August 2016

Audit Date	Fund		Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
FY 2015-2016 Warrants									
8/4/2016	A	General Fund	69	6/30/2016	8/30/2016	155560	155599	40	\$ 59,417.37
8/4/2016	F	Special Trust	76	6/30/2016	6/30/2016	8525	8526	2	\$ 1,281.30
8/18/2016	A	General Fund	70	6/30/2016	6/30/2016	155677	155716	41	\$ 85,349.99
8/18/2016	F	Special Trust	77	6/30/2016	6/30/2016	8532	8532	1	\$ 2,691.00
FY 2016-2017 Warrants									
8/4/2016	A	General Fund	6	7/23/2016	8/5/2016	155600	155676	77	\$ 433,940.39
8/4/2016	A	General Fund	7	7/23/2016	8/5/2016	1000235	1000235	1	\$ 12,165.83
8/4/2016	C	School Lunch	1	7/23/2016	8/5/2016	8353	8363	6	\$ 3,914.68
8/4/2016	EXC	Extra Classroom	3	7/23/2016	8/5/2016	7295	7295	1	\$ 305.00
8/4/2016	F	Special Trust	1	7/23/2016	8/5/2016	8524	8527	2	\$ 1,441.84
8/4/2016	T	Trust & Agency	7	7/23/2016	8/5/2016	18636	18636	2	\$ -
8/4/2016	T	Trust & Agency	8	7/23/2016	8/5/2016	1000230	1000234	5	\$ 188,077.52
8/4/2016	T	Trust & Agency	9	7/23/2016	8/5/2016	18637	18640	4	\$ 2,204.43
8/18/2016	A	General Fund	8	8/6/2016	8/19/2016	155717	155797	81	\$ 302,902.52
8/18/2016	A	General Fund	9	8/6/2016	8/19/2016	1000241	1000243	3	\$ 770,365.19
8/18/2016	C	School Lunch	2	8/6/2016	8/19/2016	8364	8365	2	\$ 179.65
8/18/2016	D	Capital Fund	1	8/6/2016	8/19/2016	1660	1660	1	\$ 536.35
8/18/2016	EXC	Extra Classroom	4	8/6/2016	8/19/2016	7296	7296	1	\$ 2,300.00
8/18/2016	F	Special Trust	3	8/6/2016	8/19/2016	8528	8528	1	\$ 36.38
8/18/2016	F	Special Trust	4	8/6/2016	8/19/2016	8529	8529	1	\$ 45.00
8/18/2016	F	Special Trust	5	8/6/2016	8/19/2016	8530	8531	2	\$ 1,670.12
8/18/2016	T	Trust & Agency	10	8/6/2016	8/19/2016	18641	18644	4	\$ 2,181.80
8/18/2016	T	Trust & Agency	11	8/6/2016	8/19/2016	1000236	1000240	5	\$ 166,537.25

Total \$ 1,978,626.24

Details of Findings

Audit Date	Fund		Warrant #	Check #	Vendor	Finding	Amount	Recommendations
8/18/2016	A	General Fund	8	155737	Delgado, Julio	Confirming PO with memo.	1156.35	Issue PO before purchase is made.

PURCHASE ORDER

160505

MAIL INVOICES
 I? DUPLICATE TO ->
 THIS ADDRESS

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

DATE 07/19/16
 VEND # 14968
 REQ # 47138

PAID

AUG 19 2016

Order To:
 DELGADO, JULIO SOUTHAMPTON
 35 OVERTON STREET PUBLIC SCHOOL
 SAYVILLE, NY 11782

Ship To:
 Southampton Intermediate
 70 Leland Lane
 Southampton, NY 11968
 ATTENTION: JULIO DELGADO

I certify that the goods and or services listed herein have been received in good order. x *[Signature]* 8/02/16 Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping Charge	Extended Cost
1.00	Reimbursement for Conference in Lake Placid, NY for MASLA Summer Conference on July 17 - 20, 2016:	900.000			900.00
	High Peaks Resort	\$ 537.00			
	Quality Inn	\$ 269.00			
TOTAL					\$ 806.00

Budget Code	PO Amount	Budget Code	PO Amount
A2020415060	900.00		

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

Danielle Leef

Danielle Leef



Quality Inn Lake Placid (NY296)

2125 Saranac Ave.
Lake Placid, NY 12946
(518) 523-9555
GM.NY296@choicehotels.com

Account: 469582520

Date: 7/17/16

Room: 220 GROUP-

Arrival Date: 7/16/16

Departure Date: 7/17/16

Check In Time: 7/16/16 4:35 PM

Check Out Time: 7/17/16 11:44 AM

Rewards Program ID: GP-JXD12598

You were checked out by: klatha

You were checked in by: klatha

Total Balance Due: 0.00

Quality Inn on Lake Placid
DELGADO, JULIO
MASLA
35 Overton Street
Sayville, NY 11782

Post-Date	Description	Comment	Amount
7/16/16	Room Charge	#220 DELGADO, JULIO	269.00
7/16/16	City / County Tax		8.07
7/16/16	State Tax		21.52
7/17/16	Visa Payment	XXXXXXXXXXXX2161	(298.59)

Folio Summary 7/16/16 - 7/17/16

Room Charge	269.00
State Tax	21.52
City / County Tax	8.07
Visa Payment	(298.59)
Balance Due:	0.00

AUDITED FOR PAYMENT
AUG 28 2016
BY: CLAIMS AUDITOR

This rate is not eligible for partner rewards.

If payment by credit card, I agree to pay the above total charge amount according to the card issuer agreement. If using a debit card to check in with keep in mind that your bank puts a hold on the funds for at least 10 business days. This is a 100% non-smoking hotel.

x _____
CHOICE
privileges.
REWARDS

Thank you for your stay. Visit ChoiceHotels.com/VerifiedReviews to post your comments about your recent experience (Click the 'Write a Review' button)



MASLA

39TH ANNUAL SUMMER CONFERENCE
JULY 17-20, 2016

Julio Delgado



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

Interoffice Memo

Date:

To:

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 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 reimbursement.

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, services or reimbursement:

Req was done in June staff was reassigned to different bldg, req will thru track until mid conference & became P.O.

Requisition # 47138

FOR PAID
JUG 18 2015
BY: _____
CLAIMS AUDITOR

Please return this form with a copy of the Requisition.

Nicholas A. So
Principal/Director Signature

M Smith
Office Use Only
Maria Smith

Assistant Superintendent for Business

X Approved *2/27/16* Disapproved

Sign-In Sheet
MASLA 39th Annual Summer Conference

Lake Place, New York
 Sunday, July 17, 2016

Connell	Scott			
Cullen	Andrew	<i>Andrew Cullen</i>		
DeFilippo	Caitlin	<i>Caitlin DeFilippo</i>		
Delgado	Julio	<i>Julio Delgado</i>	8:15	
DeWind	Wendy	<i>Wendy DeWind</i>		
Dill	Darcy	<i>Darcy Dill</i>		
D'Imperio	Dominic	<i>Dominic D'Imperio</i>		
Dobmeir	Mary Ann	<i>Mary Ann Dobmeir</i>	9:00	
Doyle	Brian	<i>Brian Doyle</i>	9:00	
Edwards	Robert	<i>Robert Edwards</i>		
Fallon	Kelly	<i>Kelly Fallon</i>	8:00	
Farrell	Michael	<i>Michael Farrell</i>		
Fassett	Brian	<i>Brian Fassett</i>	8:10	
Fenick	Elaine	<i>Elaine Fenick</i>		
Fiorentino	Andrew	<i>Andrew Fiorentino</i>		
Flaitz	Patrick	<i>Patrick Flaitz</i>		
Flynn	Mike	<i>Mike Flynn</i>	9:00	
Forrester	Ken	<i>Ken Forrester</i>		
Gargiulo	Michael	<i>Michael Gargiulo</i>		
Gerhardt	Douglas	<i>Douglas Gerhardt</i>	8:00	



Board of Cooperative Educational Services
www.capregboces.org
Leaders for Educational Excellence

Management Services

Rachel Risetto
Director of Labor Relations
900 Watervliet-Shaker Road, Suite 102
Albany, New York 12205
Phone: (518) 862-4910
Fax: (518) 862-4903

August 2, 2016

To Whom It May Concern:

This letter will serve as proof that Julio Delgado attended the 2016 New York State Association of Management Advocates for School Labor Affairs 39th Annual Summer Conference in Lake Placid, New York. The dates of the conference was July 17-20, 2016.

If you should need any further information, please do not hesitate to contact me.

Sincerely,

Rachel M. Risetto
Co-Executive Director

RMR/ju

PURCHASE ORDER

160436

MAIL INVOICES
IN DUPLICATE TO ->
THIS ADDRESS

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

DATE 07/14/16
VEND # 14968
REQ # 47518

PAID

AUG 19 2016

Order To: SOUTHAMPTON PUBLIC SCHOOL
DELGADO, JULIO
35 OVERTON STREET
SAYVILLE, NY 11782

Ship To:
Southampton Intermediate
70 Leland Lane
Southampton, NY 11968

ATTENTION: JULIO DELGADO

I certify that the goods and or services listed herein have been received in good order. *Mullis (A)*, Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping Charge	Extended Cost
1.00	Reimbursement for mileage for MASLA summer conference July 17th -July 20th 2016, Lake Placid, NY	350.350			350.35
<i>Mileage Reimbursement</i>					
<p>AUDITED FOR PAYMENT AUG 18 2016 BY: <i>[Signature]</i> CLAIMS AUDITOR</p> <p><i>[Signature]</i> 8/03/16</p>					

Budget Code	PO Amount	Budget Code	PO Amount
A2020415040	350.35		

TOTAL *[Signature]* \$350.35 ✓

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

Danielle Leef

Danielle Leef

Conference Request Form

Use this form to submit a request approval to attend a conference. All sections with pink shading are required fields.

Please Note: Purchase order must be generated 5 days prior to start of event. Contact building secretary for PO.

General Info

User **Julio Delgado**
 Building **Southampton District Office**
 Employee ID **3034**
 Submitted **5/11/2016 8:56 am**
 Dates **7/17/2016 to 7/19/2016**
 Reference ID **D10097-A0-S212407677-L52557092**

Conference Information

Activity Title **MASLA Annual Summer Conference**
 Description **I am Long Island Regional Director for the New York State Association of Management Advocates for School Labor Affairs. Topics and presentations will include: EEOC Retaliation, APPR, Leave Time, Certification and tenure, 3020-a amendments, Health Insurance, National Legal trends, Family Medical Leave**

Dates

of Meetings **3**

#	Date	Time	Location	Sub	Building
1.	Sun Jul 17, 2016	8:00 am to 5:00 pm	Location: Lake Placid Convention Center	No	Southampton District Office
2.	Mon Jul 18, 2016	8:00 am to 5:00 pm	Location: Lake Placid Convention Center	No	Southampton District Office
3.	Tue Jul 19, 2016	8:00 am to 5:00 pm	Location: Lake Placid Convention Center	No	Southampton District Office

Provider

Provider
 Other Provider **MASLA**

Costs

Registration Fee **415.00**
 Estimated Lodging **900.00**
 Estimated Meals **0.00**
 Estimated Transportation (Public) **0.00**
 Estimated Transportation (Private) Mileage, tolls, parking **397.44**

PAID
AUG 19 2016
SOUTHAMPTON PUBLIC SCHOOL

Payment

Payment Type **District Issued Purchase Order**

Hours/Credits

Hours **0.00**
 Credits **0.00**

Goal(s) and Objective(s)

7/14/2016

35 Overton Street, Sayville, NY to 2384 Saranac Ave, Lake Placid, NY 12946 - Google Maps


Google Maps


35 Overton Street, Sayville, NY to 2384 Saranac Ave, Lake Placid, NY 12946 Drive 345 miles, 5 h 52 min


$345 \times .54 = \$186.30 + 345 - 41.2 = 303.8 \times .54 = \164.05 ; $\$186.30 + 164.05 = \350.35


~~X~~ ✓
Home to work one way.
Traveling to conference on a weekend


AUDITED
FOR PAYMENT
AUG 1 2015
BY: _____
CLAIMS AUDITOR


-  19. Continue onto Hutchinson River Pkwy N



0.4 mi
-  20. Keep left to stay on Hutchinson River Pkwy N



4.4 mi
-  21. Use the right 2 lanes to take exit 13 to merge onto Cross County Pkwy/New York State Reference Rte 907K toward Saw Mill Pkwy/Yonkers



2.3 mi
-  22. Use the right lane to take exit 5-4 N-S toward Central Ave/Interstate 87 Thruway



1.9 mi
-  23. Use the right lane to continue on Exit 4 N-S and follow signs for I-87 N/Thruway



0.4 mi
-  24. Continue onto Central Park Ave



0.5 mi
-  25. Use the left lane to merge onto I-87 N via the ramp to Tappan Zee Bridge/Albany/I-4 N
 Partial toll road


0.2 mi
-  26. Keep left at the fork to continue on I-287 W/I-87 N
 Partial toll road


21.5 mi
-  27. Keep left to continue on I-87 N
 Partial toll road

5.8 mi
-  28. Keep left at the fork to stay on I-87 N
 Toll road

14.4 mi
-  29. Use the right 2 lanes to take exit 24 for I-87 N/I-90 E toward Albany/Montreal
 Toll road

103 mi
-  30. Continue onto I-87 N/I-90 E
 Partial toll road

0.6 mi
-  31. Use the right 2 lanes to take exit 1N to merge onto I-87 N toward Albany International Airport/Montreal

0.4 mi
-  32. Take exit 30 for US-9 toward NY-73/Keene Valley/Keene

105 mi

Take NY-73 W to Saranac Ave/Sara-Placid Rd in Lake Placid

-  33. Turn left onto U.S. 9 N

43 min (30.7 mi)
-  34. Slight left onto NY-73 W

2.2 mi
-  35. Slight left to stay on NY-73 W

13.3 mi
- 14.2 mi



35 Overton St, Sayville, NY 11782 to 70 Leland Lane, Southampton, NY
Drive 41.2 miles, 54 min

35 Overton Street

Sayville, NY 11782

Get on NY-27 E from Lincoln Ave and Sunrise Hwy South Service Rd

- | | | |
|---|--|------------------|
| | | 6 min (2.4 mi) |
| ↑ | 1. Head west on Overton St toward Lincoln Ave | |
| | | 0.1 mi |
| ↘ | 2. Turn right onto Lincoln Ave | |
| | | 0.8 mi |
| ↑ | 3. Continue onto Partington St | |
| | | 0.1 mi |
| ↑ | 4. Partington St turns right and becomes Lincoln Ave | |
| | | 0.8 mi |
| ↘ | 5. Turn right onto Sunrise Hwy South Service Rd | |
| | | 0.4 mi |
| ⤴ | 6. Use the left lane to merge onto NY-27 E via the ramp to Montauk | |
| | | 0.2 mi |
| ⤴ | 7. Merge onto NY-27 E | |
| | | 40 min (38.0 mi) |

Continue on David Whites Ln to your destination


- | | | |
|---|-------------------------------------|----------------|
| | | 3 min (0.9 mi) |
| ↘ | 8. Turn right onto David Whites Ln | |
| | | 0.6 mi |
| ↑ | 9. Continue straight onto Leland Ln | |
| | | 499 ft |
| ↶ | 10. Turn left | |
| | | 486 ft |
| ↘ | 11. Turn right | |
| | | 203 ft |

70 Leland Lane

Southampton, NY 11968

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Back

 [Add to my calendar](#)

MASLA 39th Annual Summer

This page is safe

Summer Conference

Start **17 Jul 2016**

End 20 Jul 2016

Location High Peaks Resort, Lake Placid, NY

Registered [118 registrants](#)

Registration

- Member Conference Registration Form – \$320.00 (USD)**
 This price is for the main conference only, it does not include the pre-conference registration fee. (members only)
- Member Pre-Conference & Conference Registration – \$415.00 (USD)**
 This registration fee is for the pre-conference and conference for members only.
- Member Pre-Conference Registration – \$95.00 (USD)**
 This fee is for the pre-conference only (Sunday, July, 19) Members only.
- Non-Member Conference Registration Form – \$360.00 (USD)**
 This is for non-members that would like to attend the summer conference. (A year membership is included in the fee)
- Non-Member Pre-Conference and Conference Registration – \$455.00 (USD)**
 This if for non-members who wish to attend both the pre-conference and the conference. (A one year membership fee is included in cost)
- Non-Member Pre-Conference Registration Form – \$135.00 (USD)**
 This is for non-members that would like to attend the summer pre-conference. (A year membership is included in the fee)
- Special Guest / Invitee – Free **
 This is for Special Guests and Invitees Only

For planning purposes only, if you plan on attending any of the special events, please fill out the Special Events Form and mail in with your invoice. Except for the Golf event, there are no additional costs for you and your guests to attend the events.

[Register](#)

Online registration is recommended. Simply use the REGISTER button and follow the prompts. An electronic invoice will be created. Mail in that invoice with payment to the address listed on invoice.

If you cannot register online, you can print and use the following forms instead.

[Pre-Conference Registration Form](#)

[Conference Registration Form](#)

SPECIAL EVENTS:

[Special Events Form](#) (for planning purposes only)

HOTEL RESERVATIONS:

[High Peaks Resort Reservation Form](#)

Agenda

SESSION MATERIALS
~ will be posted as received ~

Sun, July 17, 2016

- 09:00 - 10:30 - [EEOC - Retaliation](#) (PPT)
- 10:30 - 12:00 - [APPR](#) (PPT)
[Districts without approved 3012-d plans](#) (PDF)
- 01:00 - 03:00 - [Leave Time](#) (PPT)

Mon, July 18, 2016

- 08:45 - 10:15 - [Certification and Tenure](#) (PDF)
- 10:15 - 12:00 - [3020-a Amendments of 2015](#) (PPT)
- 01:00 - 02:00 - Health Insurance - Prescription Drug Cost Savings
[A Better Way To Navigate Pharmacy Benefits](#) (PPT)
[Put Money Back in Your Classroom](#) (PDF)
- 02:00 - 03:00 - Health Insurance -
[Cost Saving Measures and ACA Update](#) (PPT)
- 03:00 - 04:30 - [Dealing with Mentally Ill Employees](#) (Word)

Tue, July 19, 2016

- 08:45 - 10:00 - [National Trends](#) (PPT)
- [National Trends](#) (Word)
- 10:00 - 12:00 - [Legal Update](#) (Word)
- 12:45 - 02:15 - [Textbooks to Tweets](#) (Word)
- 02:15 - 03:45 - [FMLA and FLSA Updates](#) (PPT)



Board of Cooperative Educational Services
www.capregboces.org
Leaders for Educational Excellence

Management Services

Rachel Risetto
Director of Labor Relations
900 Watervliet-Shaker Road, Suite 102
Albany, New York 12205
Phone: (518) 862-4910
Fax: (518) 862-4903

August 2, 2016

To Whom It May Concern:

This letter will serve as proof that Julio Delgado attended the 2016 New York State Association of Management Advocates for School Labor Affairs 39th Annual Summer Conference in Lake Placid, New York. The dates of the conference was July 17-20, 2016.

If you should need any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Rachel Risetto" followed by a stylized flourish.

Rachel M. Risetto
Co-Executive Director

RMR/ju

Southampton Public Schools

No. 155737

PO #	BUDGET ACCOUNT	INVOICE NUMBER	AMOUNT
160436	A2020415040	MILEAGE REIMBURSEMENT	\$ 350.35
160505	A2020415060	HIGH PEAKS RESORT	\$ 537.00
160505	A2020415060	QUALITY INN	\$ 269.00
VENDOR: JULIO DELGADO			CHECK TOTAL \$ 1,156.35



Southampton Public Schools
70 Leland Lane
Southampton, NY 11968

Bridgehampton National Bank
Bridgehampton, NY 11932

No. 155737

50-666/214

General Fund

DATE: 08/19/2016

PAY *VOID VOID VOID VOID VOID VOID VOID VOID VOID*

\$***1,156.35**

TO THE ORDER OF

JULIO DELGADO
35 OVERTON STREET
SAYVILLE, NY 11782

NON-NEGOTIABLE