

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 May 2017 for the year ending June 2017.

For the month of May 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

Maria H. Smith
7/19/17

SOUTHAMPTON UNION FREE SCHOOL DISTRICT
 Claims Payment Summary - May 2017

Audit Date	Fund	Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
5/11/2017	A	74	5/1/2017	5/13/2017	158425	158425	1	\$ 367.42
5/11/2017	A	75	5/1/2017	5/13/2017	1000391	1000391	1	\$ 157,300.00
5/11/2017	A	76	5/1/2017	5/13/2017	158426	158530	105	\$ 546,437.30
5/11/2017	A	78	5/1/2017	5/13/2017	1000397	1000398	2	\$ 67,687.92
5/11/2017	C	22	5/1/2017	5/13/2017	8584	8604	21	\$ 25,372.18
5/11/2017	D	14	5/1/2017	5/13/2017	1675	1676	2	\$ 1,291.55
5/11/2017	EXC	20	5/1/2017	5/13/2017	7335	7340	6	\$ 9,638.19
5/11/2017	F	63	5/1/2017	5/13/2017	8661	8667	7	\$ 9,370.00
5/11/2017	F	64	5/1/2017	5/13/2017	8719	8719	1	\$ 714.29
5/11/2017	F	65	5/1/2017	5/13/2017	8660	8662	1	\$ 87,071.00
5/11/2017	T	66	5/1/2017	5/13/2017	18853	18853	5	\$ 6,073.26
5/11/2017	T	66	5/1/2017	5/13/2017	18849	18854	8	\$ 12,601.77
5/11/2017	T	67	5/1/2017	5/13/2017	1000392	1000396	5	\$ 542,872.64
5/25/2017	A	78	5/14/2017	5/27/2017	158531	158704	171	\$ 695,998.28
5/25/2017	A	81	5/14/2017	5/27/2017	158692	158697	6	\$ 3,858.90
5/25/2017	A	84	5/14/2017	5/27/2017	1000405	1000411	7	\$ 2,673,389.64
5/25/2017	C	23	5/14/2017	5/27/2017	8605	8621	17	\$ 23,719.24
5/25/2017	D	15	5/14/2017	5/27/2017	1677	1679	3	\$ 80,940.46
5/25/2017	EXC	21	5/14/2017	5/27/2017	7341	7343	3	\$ 1,750.00
5/25/2017	F	66	5/14/2017	5/27/2017	8663	8673	10	\$ 5,596.03
5/25/2017	F	67	5/14/2017	5/27/2017	8720	8720	1	\$ 714.29
5/25/2017	F	68	5/14/2017	5/27/2017	8667	8667	1	\$ 990.00
5/25/2017	S	2	5/14/2017	5/27/2017	389	411	23	\$ 21,000.00
5/25/2017	T	69	5/14/2017	5/27/2017	18866	18875	10	\$ 41,242.75
5/25/2017	T	70	5/14/2017	5/27/2017	1000399	1000404	6	\$ 676,998.90
5/25/2017	T	689	5/14/2017	5/27/2017	18862	18864	3	\$ 4,035.11

Details of Findings Total \$ 5,691,186.02

Audit Date	Fund	Warrant #	Check #	Vendor	Finding	Confirming PC	w/memo	Amount	Recommendations
5/11/2017	A	76	158456	Frontline Technology Services	Confirming PC			\$ 3,616.50	Issue PO before purchase is made



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

162366

Page 1 of 1

DATE: 5/02/2017
 VENDOR #: 15192
 REQUISITION #: 49664

REQUESTOR: Llera, John

ORDER TO:

FRONTLINE EDUCATION
 1400 ATWATER DRIVE
 MALVERN, PA 19355

SHIP TO:

District Office
 Southampton UFSD
 70 Leland Lane
 Southampton, NY 11968
 Attn: Denise Merchant/PPS

I certify that the goods and or services listed herein have been received in good order. *[Signature]* 5/2/17 Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Translation of special education student records from English to Spanish for parental record for annual special education meetings held in April, 2017	3,316.5000			3,316.50
<i>INV 4567449</i>					
					<i>[Signature]</i> 5/02/17
Total:					3,316.50

Budget Code	PO Amount	Budget Code	PO Amount
A2250400400	3,316.50		

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

Danielle Leef

Danielle Leef

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

Confirming Purchase Order Form

Date: 5/1/17
To: Denise Merchant
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:

Vendor never gave indication when ordering services that there would be a separate billable charge as service provided in the past with no charge to district.

Requisition # 49664

Please return this form with a copy of the Requisition.

DM 5/1/17

Principal/Director Signature

Office Use Only

M. Smith
Maria Smith, Superintendent for Business

✓ 5/01/17
Approved Disapproved



Frontline Education

Frontline Technologies Group, LLC
 dba Frontline Education
 1400 Atwater Drive
 Malvern PA 19355

INVOICE

DATE 3/31/2017
 INVOICE # INVUS67449
 Acct. No. 12766
 TERMS Net 30
 DUE DATE 4/30/2017
 P.O. NUMBER

BILL TO

Accounts Payable
 Southampton Union Free SD
 70 Leland Lane
 Southampton, NY 11968-5089

Handwritten signature and date: 5/1/17

Qty	Description	Subscr. Start	Subscr. End	End User	Mths	Unit Price	Amount
1	Translation Direct Request 4498 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4498Spa.pdf			12766 Southampton Union Free School District		431.55	431.55
1	Translation Direct Request 4492 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4492Spapdf.pdf			12766 Southampton Union Free School District		408.15	408.15
1	Translation Direct Request 4491 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4491Spa.pdf			12766 Southampton Union Free School District		439.50	439.50
1	Translation Direct Request 4490 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4490.pdf			12766 Southampton Union Free School District		399.45	399.45
1	Translation Direct Request 4489 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4489.pdf			12766 Southampton Union Free School District		452.40	452.40
1	Translation Direct Request 4488 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4488Spa.pdf			12766 Southampton Union Free School District		349.65	349.65
1	Translation Direct Request 4487 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4487Spa.pdf			12766 Southampton Union Free School District		458.55	458.55
1	Translation Direct Request 4486 - requested by Terri Hallfor student ██████████ - Completed on 03/21/2017 - Document Name: 4486Spa.pdf			12766 Southampton Union Free School District		377.25	377.25

TOTAL (USD) 3,316.50
Amount Due (USD) \$3,316.50

Handwritten signature and arrow pointing to the amount due

Helen Dykeman

From: John Cruice <jcruice@frontlinetechnologies.com>
Sent: Tuesday, April 04, 2017 5:13 PM
To: Helen Dykeman
Subject: Frontline Technologies Group LLC: Frontline Education Invoice #INVUS67449
Attachments: Invoice_INVUS67449_1491340352598.html

Dear Valued Customer,

Please see the attached November Frontline Education annual invoice for your review and payment.

Change in Payment Process

If you currently pay your invoice by check, we request that you mail your payment to:

Frontline Technologies Group, LLC
PO Box 780577
Philadelphia, PA 19178-0577

If you currently pay your invoice by ACH or would prefer to do so, we request that you send your payment to the account listed below. Please send remittance advice to billing@frontlineed.com.

ABA/ Routing #: 121000248
Account #: 4121566533

Sales Tax

This invoice could include sales tax. If tax should not be included, please pay the invoice less tax and send us your district's tax exempt form.

Change in Invoicing Process

Frontline will deliver invoices through email. To ensure our records are up-to-date, please send the contact name and email address of the individual responsible for invoice processing to billing@frontlineed.com. If you have any questions or concerns, please do not hesitate to contact us and we will get back to you as soon as possible.

If you have any questions or comments about your invoice, please contact us at billing@frontlineed.com or (866) 504-8222 and select option 3.

Best Regards,

John Cruice | *Billing Analyst*

jcruice@frontlineed.com

Frontline Education

p: 610.727.0387

*****CAUTION: ***** Please be wary of unsolicited e-mail attachments, even from people you know and especially out of district. Malicious users and hackers make e-mail messages look like they came from someone else. For example, an invoice from a company or pictures from a friend. If possible, please check with the person who supposedly sent the message to make sure it's legitimate before opening any attachments. This includes e-mail messages that appear to be from an ISP or software vendor claiming to include patches or anti-virus software. ISPs and software vendors do not send patches or software in e-mail. These are only a very few ways spammers and hackers attempt to gain access.