

DRAFT; NOT APPROVED BY BOARD

**Rochester Board of Education
April 24, 2008 Special Meeting
5:30 p.m.**

Minutes

Attendance: President Evans, Vice President White, Commissioners Brennan, Campos, Elliott, Powell and Williams. Claims Auditors Deborah Battle-Manns and Donna Rayam. Auditor General Anissa Henry-Wheeler, Special Assistant Hazel Washington, Executive Assistant/Board Clerk Linda Dunsmoor.

President Evans noted that NYS law requires that the Board meet with its Claims Auditors quarterly.

Ms. Battle-Manns and Ms. Rayam explained the process by which they review vendor claims to be paid by the District. They do not monitor other District payments such as payroll or the P-Card system. The office is operating relatively smoothly; during busy periods they are able to call in a temporary worker. There is not a long lag between the time the paperwork arrives for approval and it is acted on. Every invoice is examined to ensure regulations have been followed. There are on-going issues with Accounts Payable; the claims auditors have concerns that checks are being cut before they sign off on the paperwork. The new PeopleSoft upgrade does not fully address that issue. President Evans said he would speak to the Superintendent on that matter.

CLAIMS AUDIT STAFF:

Deborah Battle Manns – Supervising Claims Auditor

Relevant Experience: Corporate Auditor (4 years)
Payroll Clerk (9 years)
Client Service Representative (3 years)

Education: AAS Liberal Arts, BS Organizational Management

Donna Rayam – Claims Auditor

Relevant Experience: Accounts Payable Coordinator (3 years)
Travel & Expense Specialist (3 years)
Purchasing Card Administrator (3 years)

Education: BA Merchandising Management, BS Organizational Management

SUMMARY OF OPERATIONS:

On a daily basis, Claims Audit receives an average of 219 claims from Accounts Payable. All claims and relevant supporting documentation are generally reviewed within 2 – 5 business days. If all information appears to be in order, claims are approved as evidenced by our signature and returned to Accounts Payable for payment. Check runs occur on a weekly basis. We verify that all items included on the weekly check run have been reviewed and approved. A summary of year to date processing through March 31, 2008 has been provided below:

Month	Total Value of Checks Paid	Total Vouchers Received	Total Vouchers Rejected	Total Vouchers Paid
January 2008	\$17,679,013	4,375	117	4,258
February 2008	\$19,939,276	3,666	36	3,630
March 2008	\$16,201,070	4,336	76	4,260

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