THREE VILLAGE CENTRAL SCHOOL DISTRICT STONY BROOK, NEW YORK



BOARD OF EDUCATION AGENDA MATERIALS

| DATE SUBMITTED: December 4, 2020 |
|----------------------------------|
| CATEGORY OF ITEM: Action |
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| UGH SEPTEMBER 2020 |
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| |

July 31, 2020

The Board of Education Three Village Central School District Stony Brook, NY 11790



Board of Education:

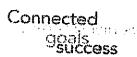
During our claims audit procedures conducted in July 2020, we reviewed approximately 1778 claims, including 676 Medicare claims, which total \$18,373,774.65; and have identified the items below that need to be reviewed. We have approved these claims for payment and release, as they were valid claims against the District. Although we noted the following instances during our review, the expenditures appear to be appropriate.

Findings:

None Noted.

Other Matters:

- 1. We noted 5 claims where the purchase order was encumbered subsequent to the date of the invoice or service. While these confirming purchase orders provide evidence of expenditures, the real control is in ensuring that such purchases are approved before being committed to by the District. To ensure that budgetary limits are monitored, and expenditures are properly approved and obtained at the most appropriate price, all purchase orders, where practicable, should be generated prior to goods and services being ordered and received.
- 2. We noted 12 instances that contained invoices that were held for more than 90 days prior to payment based on the dates of our review. We recognize that invoices come from multiple departments within the District and understand that sometimes invoices are lost or misplaced, or there may be problems with the products purchased that may require the District to hold payments. Management has advised the departments to remit approved invoices in a timely manner.
- We noted 2 instances, which were signed, where the purchase order was increased after the invoice date. The increased amount is essentially confirming, as the Purchasing Agent did not authorize the excess amount.



We understand the fiduciary duty of the Board of Education, as well as the role of the claims auditor in ensuring that all disbursements are valid and handled according to the provisions of the Education Law and the Board's policies and procedures.

Should you have any questions regarding anything included in our report, please do not hesitate to contact us at (631) 582-1600.

Sincerely,

Cerini & Associates, LLP

Claims Auditors

| | | | Action/Resolution | | | | | | | | | | | | | | | | | | | | | _ | | |] | | | |
|---|----------------------------|--------------------------|------------------------|-------------------------|-----------------------------|-----------------------------|----------------------------|-----------|------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|-------------------------|----------------------------|-------------------------|----------------------------|-------------------------|-----------------------------|-----------------------------|-------------------------|----------------------------|---|-----------------------|-------------------------|--------------------------|-------------------------|---------------------------|--|--|
| | | | 1 | 1 | _ | | L | 1 | Confirming Purchase Order(s) | | Invokt(s) Over 90 Days | Involve(s) Over 90 Days | Involce(s) Over 90 Dave | Invalinted Over 90 Days | | Invoict(s) Over 90 Days | | Involents) Over 90 Dave | | Invoker(s) Over 90 Days | Involve(s) Over 90 Days | | Invoice(s) Over 90 Days | | Invoice(s) Over 90 Days | Invoirt(s) Over 90 Days | Involce(s) Over 90 Days | | PO Increased After Invoice Date - Signed | PO Increased After Involve Date - Signaria |
| | Trulance | | 5 23.1 | 6/9,11 | 0.0880.00 | 2 62.00 | \$ 269.10 | 00000 | 2000 | 7 | Manage | WROE | Whole | Whole | | Whole | | Whole | Lothert. | JINDIG. | Whok: | D. G. | ratilda | , ,,,, | MUC | Whole | Whok | | 13130 | 24001 |
| | | Involve / Service Date | 12/06/19 | 00,000,000 | 00/00/00 | 05/11/20 | 02/12/20 | 04/22/20 | | Lanuary & Estance, 2000 | 02/02/00 | 17 (m) (m) | regulately of March AUS) | January & February 2020 | 02/11/20 | 02/12/20 | 02/11/20 | 04/90/10 | 07/07/0 | 00,107,00 | no ten ten | December 2019 - March 2020 | CONTRACTOR OF THE PARTY OF THE | Enhance to A and Date | OZOT HIGH W ARREST | DF/CF/50 | m/17/m | 200 200 600 | 07/10/10 | N /m/m |
| | | Original PO Amount | | - | | | | | | | | | | | , | | | _ | | | | | - | | | | | 5 | | |
| | | PO Dele | 03/09/20 | 06/24/20 | 05/10/30 | 07/07/00 | ng/er/cn | ne/in/on | | | • | | | | 1 | | 1 | | | | | • | | | | , | | 01/07/20 | 01/30/20 | |
| | - | *0. | AAMASIB | A20-01770 | A20-01701 | ADDIGITA | 430 01554 | D0040-07U | | Carondia | 19090G | C20-0033 | C20-0030 | | A20-00667 | | A20-00661 | | AZIHUBUS | A20-00662 | A20-01335 | A20-04132 | A20-04131 | A20-01631 | A20-03329 | A20-02588 | | A20-03792 | A20-04076 | |
| | Description | West Marille Unit Charle | Wash Material Line Co. | THE MICHAEL HIGH SCHOOL | Solatiket Elementary School | Arrawhead Elementary School | North Country Admin Contar | | North Committee | TO THE COURT AGAIN CORIET | North Country Actual Creek | Mortin Country Admin Conter | North Country Admin Center | | North Country Admin Center | | North Country Admin Center | Mostle County at 1 at 1 | North Country Attend Confer | TOTAL COURTY ACIDIN LOSSING | | Ward Melville High School | | Pandty - | Connoingy | Fupil Fersonnel Services | | Ward Melville High School | Ward Melville High School | |
| | Vendor / Payee Description | Nathan layar | College Board | | Cornell Cosp Ext Suffalk | Midwest Technology | NYSSRA | | I'M Privisions, Co. | Michael Foods Jac | Rich Products Com | Tree- C. It 1 | 1 years records, INC. | Attes Kritidean | | 10 mm 2 | Laura Fimente | Crale Sperzel | Kerrin Welch-Pollera | | BCA! Carrier 110 | באון אומנה דרירי | Autochem Com. | CSDNET las | feland Boung Com. | SHIP TOTAL CARE OFFICE | | Jeannier Calmient | Add Willetins | |
| | Find Check | A 79688 | A 79744 | A 70716 | | | A 79820 | ۲ | C 21343 | 21375 | C 213.18 | 12.5 | ╁ | 79690 V | | 79KG | ٦ | <i>1696.</i> 2 ∀ | 00/6/ Y | | ¢5707 | | A 80131 | 61:08 V | A 80174 | • | A AMERICA | Y Z | ╀ | |
| 7 | _ | 02/20/20 | 02/05/50 | 02/10/20 | 1 | UZ/Z0//0 | 07/07/20 | Total | 02/05/20 | 02/03/20 | 02/02/20 | 02/20/20 | | 02/05/20 | | 07/05/20 | 200 | 02/20/20 | 07/05/20 | _ | 07/05/20 | | 07/31/20 | 02/31/20 | 02/31/30 | 1910 | 07/05/20 | L | L | |



Three Village CSD Warrant Summary July 2, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

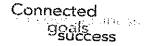
| Warrant Number | Warrant Date | Fund | Beg Check Number | End Check Number | Number of Claims on Warrant | Approved Number of Claims | | Approved Amount |
|-------------------|-----------------|---------|---------------------|---------------------|-----------------------------------|---------------------------------|----|-----------------|
| 292 | 06/30/20 | A | 78986 | 78999 | 14 | 14 | T. | |
| | , |] | 79665 | 79669 | 5 | 5 | \$ | 1,975.54 |
| 283 | 06/26/20 | A (Med) | 79000 | 79664 | 665 | 665 | \$ | 1,138,762.08 |
| 285 | 06/30/20 | A | 79670 | 79671 | 2 | 2 | \$ | |
| 286 | 06/30/20 | A | 79672 | 79672 | 1 | 1 | \$ | 1,669,751.97 |
| 287 | 06/30/20 | A | 79673 | 79673 | 1 | 1 | \$ | 5.00 |
| 290 | 06/30/20 | Α | 79674 | 79682 | 9 | 9 | \$ | 159.00 |
| 293 | 06/30/20 | A | 79683 | 79701 | 19 | 19 | \$ | |
| 295 | 06/30/20 | Α | 79702 | 79703 | 2 | 2 | ۰ | 7,510.75 |
| 298 | 06/30/20 | A | 79704 | 79887 | 184 | | \$ | |
| V283 | 07/01/20 | A | | Void | 104 | 183 | \$ | 2,785,652.29 * |
| V000 | 06/25/20 | A (Med) | | Voids | | 1 | \$ | (1,280.10) |
| 297 | 06/30/20 | C | 21339 | 21352 | 11 | 11 | \$ | (4,277.35) ** |
| 296 | 06/30/20 | F | 10584 | 10599 | 14 | 14 | \$ | 14,309.34 |
| 294 | 06/30/20 | Н | 6040 | 6040 | 16 | 16 | \$ | 245,672.64 |
| 284 | 06/30/20 | OT | 15577 | | 1 | 1 | \$ | 43,650.48 |
| 291 | 07/02/20 | OT | 15707 | 15706 | 130 | 130 | \$ | 16,501.11 |
| | | | | 15708 | 2 | 2 | \$ | 110.52 |
| 281 | 06/19/20 | T&A | 11270 | 11273 | 4 | 4 | \$ | 6 605 055 00 |
| | | | | Wires | 27 | 27 | Φ. | 6,605,255.92 |
| 282 | 06/26/20 | T&A | 11274 | 11279 | 6 | 6 | _ | 848.844 |
| 289 | 06 (00 (00 | | | Wires | 10 | 10 | \$ | 310,256.37 |
| | 06/30/20 | T&A | 11280 | 11280 | 1 | 1 | \$ | 537.54 |
| 288 | 06/30/20 | TE | 2126 | 2138 | 13 | 13 | \$ | 7,500.00 |
| | | | | Totals | 1,138 | 1,137 | \$ | 12,843,549.10 |

^{*} Excludes check 79747, which was voided by the District.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified below.

Cerini & Associates LLP



^{**} Represents check 79197, which was voided by the District.

^{***} Represents checks 66104, 66308, 66514, 67452, 67581, 67600, 68135, 68865, 68978, 70470, and 71244, which were voided by the District.



Three Village CSD Warrant Summary July 17, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

| Warrant Number 299 | Warrant Date | Fund | Beg Check Number | End Check Number | Number of Claims on Warrant | Approved Number of Claims | | Approved Amount | |
|--------------------------|-----------------|-------------|---------------------|---------------------|-----------------------------------|---------------------------------|----|--------------------|----|
| 6 | 06/30/20 | A | 79888 | 79888 | 1 | 1 | \$ | 2,925.00 | í |
| 5 | 07/17/20 | A | 79889 | 79898 | 10 | 10 | \$ | 1,761.56 | |
| | 07/17/20 | A | 79899 | 79958 | 60 | 60 | \$ | 2,830.73 | |
| 9 | 07/17/20 | A | <i>7</i> 9959 | 80003 | 45 | 45 | \$ | | |
| 10 | 07/17/20 | A | 80004 | 80017 | 14 | 14 | \$ | 2,457.51 | |
| 11 | 07/17/20 | A | 80018 | 80021 | 4 | 4 | \$ | 3,879.90 | |
| 12 | 07/17/20 | A | 80022 | 80023 | 2 | 2 | :_ | 2,075.00 | |
| 13 | 07/17/20 | A | 80024 | 80049 | 26 | 26 | \$ | 1,239,292.66 | |
| 18 | 07/17/20 | Α | 80050 | 80121 | 72 | | \$ | 1,061,521.29 | |
| 17 | 07/17/20 | Α | 80122 | 80122 | 1 | 71 | \$ | 253,705.32 | × |
| V010 | 07/16/20 | A | | Void | | 1 | \$ | 2,157.30 | |
| 16 | 07/17/20 | C | 21353 | | 1 | 1 | \$ | (344.99) | х× |
| 7 | 07/17/20 | F | 10600 | 21354 | 2 | 2 | \$ | 2,415.24 | |
| 2 | 07/08/20 | H | | 10601 | 2 | 2 | \$ | 13,930.44 | |
| 15 | 07/17/20 | H | 6041 | 6041 | 1 | 1 | \$ | 347,793.12 | |
| 8 | 07/17/20 | | 6042 | 6044 | 3 | 3 | \$ | 141,329.71 | |
| 14 | | OT | 15709 | 15716 | 8 | 8 | \$ | 1,162.00 | |
| 14 | 07/17/20 | OT | 15717 | 15717 | 1 | 1 | \$ | 105.60 | |
| 3 | 07/10/20 | T&A | 11281 | 11283 | 3 | 3 | | | |
| | | | | Wires | 6 | 6 | \$ | 312,423.42 | |
| | | | | Totals | 262 | | \$ | 3,391,420.81 | |

^{*} Excludes check 80108, which was voided by the District.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified below.

Claims Auditor

Cerini & Associates, LLP



^{**} Represents check 80009, which was voided by the District.



Three Village CSD Warrant Summary July 31, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

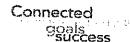
| Warrant Number | Warrant Date 07/31/20 | Fund | Beg Check Number | End Check Number | Number of Claims on Warrant | Approved Number of Claims | | Approved Amount |
|-------------------|-----------------------|------|---------------------|---------------------|-----------------------------------|---------------------------------|-------------|-----------------|
| | 07/31/20 | A | 80123 | 80124 | 2 | 2 | \$ | 1,775.80 |
| 31 | 07/31/20 | Α | 80125 | 80230 | 100 | | | |
| <u> </u> | | | 80443 | 80443 | 107 | 107 | \$ | 600,940.03 |
| 28 | 07/31/20 | A | 80231 | 80435 | 205 | 205 | <u> </u> | |
| 30 | 07/31/20 | A | 80436 | 80441 | 6 | 6 | \$ | 5,851.00 |
| 29 | 07/31/20 | A | 80442 | 80442 | 1 | | \$ | 1,265.94 |
| 32 | 07/31/20 | A | 80444 | 80444 | 1 | 1 | \$ | 540,161.02 |
| 34 | 07/31/20 | A | 80445 | 80446 | 2 | 1 | \$_ | 277.42 |
| 35 | 07/31/20 | Ā | 80447 | 80459 | | 2 | \$ | 86,162.52 |
| V283 | 07/30/20 | A | 00447 | | 13 | 13 | \$ | 1,552.50 |
| 26 | 07/31/20 | F | 10602 | Voids | 2 | 2 | \$ | (1,590.60) * |
| 27 | 07/21/20 | H | | 10603 | 2 | 2 | \$ | 4,313.00 |
| | | - 11 | 6045 | 6045 | 1 | 1 | \$ | 13,769.50 |
| 22 | 07/24/20 | T&A | 11284 | 11287 | 4 | 4 | | |
| 24 | 07/20/00 | | | Wires | 29 | 29 | \$ | 878,894.17 |
| | 07/30/20 | T&A | 11288 | 11288 | 1 | 1 | \$ | 537,54 |
| 33 | 07/31/20 | T&A | 11289 | 11289 | 1 | 1 | \$ | |
| 25 | 07/17/20 | TE | 2139 | 2139 | 1 | <u> </u> | \$ | 3,894.90 |
| | | | | Totals | 378 | 270 | | 1,000.00 |
| | | | | | 3/0 | 378 | \$ | 2,138,804.74 |

^{*} Represents checks 79397 and 79614, which were voided by the District.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified below.

Claims Auditor



August 31, 2020

The Board of Education Three Village Central School District Stony Brook, NY 11790

CERINI ASSOCIATES

Board of Education:

During our claims audit procedures conducted in August 2020, we reviewed approximately 376 claims, which total \$2,204,559.22, and have identified the items below that need to be reviewed. We have approved these claims for payment and release (except as noted below), as they were valid claims against the District. Although we noted the following instances during our review, the expenditures appear to be appropriate.

Findings:

- There was 1 check that was held because the District did not provide adequate backup in the claim packet. Check 80479 was released when the appropriate backup was verified.
- 2. There was 1 check that was noted due to an incorrect check amount. As this is a vendor the District uses regularly, the District will deduct the overpayment from the next payment to the vendor.
- 3. There was 1 check that was voided because the District misspelled the vendor's name. This check was reissued with the correct spelling.

Other Matters:

1. We noted 7 claims, 2 signed by the District, where the purchase orders were encumbered subsequent to the date of the invoice or service. While these confirming purchase orders provide evidence of expenditures, the real control is in ensuring that such purchases are approved before being committed to by the District. To ensure that budgetary limits are monitored, and expenditures are properly approved and obtained at the most appropriate price, all purchase orders, where practicable, should be generated prior to goods and services being ordered and received.



We understand the fiduciary duty of the Board of Education, as well as the role of the claims auditor in ensuring that all disbursements are valid and handled according to the provisions of the Education Law and the Board's policies and procedures.

Should you have any questions regarding anything included in our report, please do not hesitate to contact us at (631) 582-1600.

Sincerely,

Cerini & Associates LLP
Cerini & Associates, LLP

Claims Auditors

| | | | Action/Resolution | Colonna | The same | | Kelenaci | | Venied | | | | | | | | | | | | _ |
|--------|----------------------------|----------------------|------------------------------|------------------------------|----------------------------|--|--------------------|-------|------------------|-----------------------------|----------------------|------------------------------|--------------------------------|------------------------------|---------------------------------|------------------------------|-------------------------------------|-------------------------|---------------------------------------|---|------------------------------------|
| | | | A Language | Additional Back-Up Requested | | Comment of the state of the sta | March Chek Amodali | | Intorner! Vendor | | Confirming Part Land | Community Curvilane Order(s) | Contisming, Functions Order(s) | Confirming Purchase Orderica | Confirming Purchase Ordered | Cheffenine Passbare Collecto | Contributing a prestigate Orderita) | | Confirming Purchase Order(s) - Signed | Confirming Purchase Onlines Linnal | Turkey followed to the contract of |
| | Instance | Amount | | 5 1,347,90 | 134760 | 21.0 | 5 0.33 | 17 17 | 2010 | 5 61.25 | \$ 25.00 | 133,00 | Mrcze, | 1,280,00 | 38000 | \$ 822.75 | 200 | | | 2,160,00 | |
| | | Invoice/Service Date | 07/13/20 | 02/16/20 | | 07/13/20 | | | | | 06/21/20 | 91/18/61 | 200,000 | 61/08/90 | 02/02/20 | 62/01/18 | | 05/60/20 | 07/20/04 | 02/101/20 | |
| | | Original PO Amount | 25,000.00 | Connection Connection | | | | | | | | | | | | - | | , | | | - |
| | | PD Date | 06/20/20 | | | 07/54/30 | | , | | 06/30/20 | 07/07/10 | 06/30/30 | 11/25/19 | 00/111/20 | 200, 100, 000 | 7/11/an | | 08/10/20 | 06/10/20 | | |
| | * 4 | | A21-00364 | | 10000 | CELEBORII | | i | | A21-01260 | 722.00 | Astron | AZEOTES | A21-01600 | 421 J1408 | 100101411 | | A21-01597 | A21-01596 | | |
| | Denartment | | Maint & Oper | | Child Nulcilian | | | | | North Country Admin Center | Rusiness Saradone | CIVALIDACAIRE | Herpa | Ward Melville High School | Main Office | | 2 1 11 11 11 11 11 | THE WILLIAM THE MODE | Ward Metville High School | | |
| | Vendor / Payee Description | | dyrne & Son Irrigation, Inc. | | Cream-O-Land Dalries, LLC. | | Lori Calabano | | | Creditive Voice Development | Safety Quest Limited | Filmer Potentian of NIV 110 | THE PARTY OF THE PARTY PRICE. | CORRAGO 18790 Systems | Young Equipment Solutions, Inc. | | Line Island Liwelock Company | Discourable Course (14) | TANGED COMMENCE OF SOLKI | | |
| A.Mile | Date Fand Check # | 06/11/201 | ٤ | Total 1 | 08/14/20 C 21355 | Total 1 | 08/28/20 A 80617 | Total | 20109 A 05/11/30 | 4 | 18/14/20 A 80536 | 08/14/20 A 80577 | 127/0 A (0C/XC/RU) | | 10/35/30 V 80/41 | Total 5 | 08/28/20 A 80680 | 18/28/20 A 80x01 | | 7 | |



Three Village CSD Warrant Summary August 14, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

| Warrant Number | Warrant Date | Fund | Beg Check Number | End Check Number | Number of Claims on Warrant | Approved Number of Claims | | Approved Amount |
|---------------------|-----------------|------|---------------------|---------------------|-----------------------------------|---------------------------------|-------------------|-----------------|
| 43 | 08/14/20 | A | 80460 | 80564 | 104 | 103 | \$ | 313,461.81 |
| 44 | 08/14/20 | A | 80565 | 80575 | 11 | 11 | \$ | 14,670.64 |
| 45 | 08/14/20 | A | 80576 | 80579 | 4 | 4 | \$ | |
| 46 | 08/14/20 | C | 21355 | 21359 | 5 | 5 | - \$ - | 9,807.00 |
| 41 | 08/14/20 | F | 10604 | 10611 | 8 | | | 1,402.06 |
| 39 | 08/14/20 | H | 6046 | 6048 | 3 | 88 | \$ | 63,704.87 |
| 40 | 08/14/20 | OT | 15718 | | | 3 | \$ | 245,961.62 |
| | | | | 15718 | 1[| 1 | \$ | 148.00 |
| 38 | 08/07/20 | T&A | 11290 | 11292 | 3 | 3 | | |
| - 40 - | 00/11/15 | | | Wires | 23 | 23 | \$ | 439,286.58 |
| 42 | 08/14/20 | T&A | 11293 | 11293 | 1 | | \$ | 855.00 |
| _ | | | | Totals | 163 | 162 | \$ | 1,089,297,58 |

^{*} Exlcudes check 80479, which was held by C&A. Includes check 80564, which was voided by the District. Includes check 80460, which was a replacement check.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified below.

> Corini & Assirates LLP Claims Auditor





Three Village CSD Warrant Summary August 28, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

| Warrant Number | Warrant Date 08/28/20 | Fund | Beg Check Number | Number | Number of Claims on Warrant | Approved Number of Claims | | Approved Amount | |
|-------------------|-----------------------|------|---------------------|--------|-----------------------------------|---------------------------------|----------|--------------------|----------|
| 59 | 08/28/20 | A | 80580 | 80596 | 17 | 17 | \$ | 2,010.91 | ٦ |
| 54 | | A | 80597 | 80605 | 9 | 9 | \$ | 614.09 | 1 |
| | 08/28/20 | A | 80606 | 80627 | 22 | 21 | \$ | 854.87 | |
| 57 | 08/28/20 | A | 80628 | 80712 | 85 | 85 | \$ | 237,247.66 | |
| 55 | 08/28/20 | A | 80713 | 80745 | 33 | 32 | \$ | | - ** |
| 60 | 08/28/20 | A | 80746 | 80746 | 1 | 1 | | 470,079.29 | J^^ |
| 56 | 08/28/20 | С | 21360 | 21363 | 4 | $\frac{1}{3}$ | \$ | 61.25 | 1 |
| 52 | 08/28/20 | F | 10612 | 10619 | 8 | | \$ | 1,364.38 | *** |
| 50 | 08/28/20 | H | 6049 | 6049 | | 8 | \$ | 117,472.76 | 1 |
| 53 | 08/28/20 | OT | 15719 | | | 1 | \$: | 15,000.00 | 1 |
| | | | | 15719 | 1 | 1 | \$ | 200.99 | 1 |
| 49 | 08/24/20 | T&A | 11294 | 11297 | 4 | 4 | | 146.047.00 | 1 |
| 51 | 00 (00 (00 | | | Wires | 27 | 27 | \$ | 446,017.90 | 1 |
| 31 | 08/28/20 | T&A | 11298 | 11298 | 1 | 1 | \$ | 537.54 | ł |
| <u></u> | | | | Totals | 213 | 210 | <u> </u> | 1,115,261.64 | l |

* Excludes check 80617, which was voided by C&A.

** Excludes check 80725, which was issued and subsequently voided by the District.

*** Excludes check 21360, which was voided by the District.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified

Claims Auditor

Cerini & Associates, LLP



September 30, 2020

The Board of Education Three Village Central School District Stony Brook, NY 11790

Board of Education:

During our claims audit procedures conducted in September 2020, we reviewed approximately 467 claims, which total \$8,339,767.92, and have identified the items below that need to be reviewed. We have approved these claims for payment and release (except as noted below), as they were valid claims against the District. Although we noted the following instances during our review, the expenditures appear to be appropriate.

Observation

During the course of our claims audits, there were 2 checks that were held. Checks 80841
and 82962 were missing supplier invoices, which are required as per the contract. The
vendor has been unable to provide such documentation. As the District has confirmed
that the goods and services were provided, the checks will be released. We recommend
that the District require the vendor to adhere to the terms of the contract going forward.

Findings:

- 1. There were 3 checks that were held because the District did not provide adequate backup in the claim packet. Checks 80841 and 82962 will be released when the appropriate backup is verified. Check 80806 was voided after additional backup was provided as the backup conflicted with the vendor bill.
- 2. There was 1 check that was voided because it included sales tax. This check will be reissued for the correct amount on a future warrant.

Other Matters:

1. We noted 1 claim where the purchase order was encumbered subsequent to the date of the invoice or service. While these confirming purchase orders provide evidence of expenditures, the real control is in ensuring that such purchases are approved before being committed to by the District. To ensure that budgetary limits are monitored, and expenditures are properly approved and obtained at the most appropriate price, all purchase orders, where practicable, should be generated prior to goods and services being ordered and received.



We understand the fiduciary duty of the Board of Education, as well as the role of the claims auditor in ensuring that all disbursements are valid and handled according to the provisions of the Education Law and the Board's policies and procedures.

Should you have any questions regarding anything included in our report, please do not hesitate to contact us at (631) 582-1600.

Sincerely,

Cerini & Associates, LLP

Claims Auditors

| | | | ActionAction | neid | Hed | Voided | 1 | 7777 | Daniel | | |
|-------|--------------------------|--------------------------|--------------------------|----------------------------|------------------------------|------------------------------|------------------------------------|--------------------|------------------------|------------------------------|--------|
| | | Instance | ı۳ | A delignment in the months | Additional pack-Up Requested | Additional Back-Up Requested | | Sales Tax Included | | Confirming Purchase Orderies | 6 |
| | Instance | Amount | 15 9H S | 27964 | 200 | 2,660.00 | 5 3,356,00 | \$ 222.90 | \$ 222.90 | \$ 519,00 | C) 615 |
| | | Invoice/Service Date | 08/19/20 | 08/24/20 | 20 201 DO 001 201 BO | 06/00/00/00/00/00/00/ | | 08/22/20 | | 07/24/20 | |
| | | Officer fo Amount | 00,000,51 | 5 15,000,00 | 35,000,00 | nonanina . | | 5.717.16 | | | |
| | i G | 02 102 120 | 0/00/00 | 07/06/20 | 07/10/20 | | 200 100 | 00/11/00 | 0474470 | 8/8/8 | |
| | - CA | 60200-164 | 404 00400 | 777-07305 | A21-00470 | | 421 01500 | and a second | A21.0172K | 007/0170 | |
| | Department | Facilities | Maint L Own | | radilites | | Educational Servine | | High School | | |
| | Vendor/Payee Description | Smithtown Armature Works | Smithlown Armature Works | HTP Machanical Com | The president of the last | | GovConnection, Inc. DBA Connection | | Xpressmyself.com, LLC. | | |
| Visit | Date Fund Check# | 09/11/20 A 80811 | 09/25/20 A \$2962 | 09/11/20 A 80806 | | 1 Out | 09/25/201 A 81008 | Total | 09/11/20 A 80879 | Tetal 1 | |



Three Village CSD Warrant Summary September 11, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

| Warrant Number | Fund | Beg Check Number | End Check Number | Number of Claims on Warrant | Approved Number of Claims | Approved Amount |
|-------------------|----------|---------------------|---------------------|-----------------------------------|---------------------------------|--------------------|
| 69 | A | 80747 | 80747 | 1 | 1 | \$ 200.00 |
| | A | 80748 | 80763 | 16 | 16 | \$ 14,335.50 |
| 70 | A | 80764 | 80851 | 88 | 86 | \$ |
| 67 | A | 80852 | 80879 | 28 | 28 | \$ 259,766.17 |
| 64 | A | | Wire | 1 | 1 | 198,739.14 |
| 74 | A | | Wire | 1 | 1 | \$ 125,000.00 |
| 68 | A | | Wire | 1 | 1 | \$ 197,308.82 |
| 65 | C | 21364 | 21370 | | 1 | \$ 2,342,082.02 |
| 72 | C | 21371 | | 7 | 7 | \$ 414.10 |
| 73 | C | 21375 | 21374 | 4 | 4 | \$ 2,090.63 |
| 66 | F | | 21379 | 5 | 5 | \$ 412.75 |
| 71 | | 10620 | 10628 | 9 | 9 | \$ 53,590.87 |
| - /1 | H | 6050 | 6053 | 4 | 4 | \$ 1,045,434.87 |
| 63 | T&A | 11299 | 11301 | 3 | 3 | |
| | | | Wires | 23 | 23 | \$ 410,284.54 |
| | Multiple | | Wires | 4 | 4 | \$ 31,220.15 |
| | | | Totals | 195 | 193 | \$ 4,680,879.56 |

^{*} Excludes checks 80806 and 80841, which were held by C&A.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified below.

Cerim & Associates LLP Claims Auditor





Three Village CSD Warrant Summary September 25, 2020

The following claims on warrants listed below have been duly audited and ordered paid by Cerini & Associates, LLP (C&A).

| Warrant Number | Fund | Beg Check Number | End Check Number | Number of Claims on Warrant | Approved Number of Claims | | Approved | |
|-------------------|----------|---------------------|---------------------|-----------------------------------|---------------------------------|-----|--------------|-----|
| 85 | A | 80880 | 80985 | | | _ | Amount | 7 |
| | | 81067 | 81067 | 107 | 106 | \$ | 668,512.57 | * |
| 77 | A | 80986 | 80993 | 8 | 8 | \$ | 1 460 05 | 4 |
| 78 | A | 80994 | 80997 | 4 | 4 | _ | 1,460.85 | _ |
| 84 | A | 80998 | 81045 | | - 4 | \$ | 1,000.00 | - |
| | 21 | 81066 | 81066 | 49 | 47 | \$ | 171,712.29 | ** |
| 82 | A | 81046 | 81059 | 14 | 14 | · r | 1.8 | |
| 83 | A | 81060 | 81065 | 6 | | \$ | 264,085.82 | |
| 87 | A | | Wire | 1 | 6 | \$ | 1,869.00 | _ |
| V70 | Α | | Void | 1 | 1 | \$ | 10,000.00 | |
| 86 | С | 21380 | 21390 | | 1 | \$ | (2,680.00) | *hh |
| 81 | F | 10629 | | 11 | 11 | \$ | 21,959.04 | 1 |
| 79 | H | | 10636 | 8 | 8 | \$ | 53,026.89 | 1 |
| | 11 | 6054 | 6055 | 2 | 2 | \$ | 558,445.04 | 1 |
| <i>7</i> 5 | T&A | 11302 | 11313 | 12 | 12 | 10 | | 1 |
| 776 | | | Wires | 42 | 42 | \$ | 1,883,366.20 | |
| 76 | T&A | 11314 | 11314 | 1 | 1 | \$ | 2,000,00 | 1 |
| 80 | T&A | 11315 | 11315 | 1 | 1 | | 2,000.00 | - |
| | Multiple | | Wires | 5 | 5 | \$ | 577.58 | - |
| | | | Totals | 272 | | | 23,553.08 | 1 |
| | | | | 414 | 269 | \$ | 3,658,888.36 | 1 |

- * Excludes check 80962, which was held by C&A.

 ** Excludes check 81008, which was voided by C&A. Excludes check 81023, which was voided by the District.
- *** Represents check 80806, which was voided by C&A.

The detailed documentation supporting the claims listed above has been reviewed and approved by the Claims Auditor and the payment of each certified claim verified that it was charged to the proper fund.

The aforementioned function was performed by representatives of Cerini & Associates, LLP as certified below.

Cerini & Associates LLP Claims Auditor

