



# BOARD OF EDUCATION OFFICE OF CLAIMS AUDITOR

65 Niagara Square • Room 818 City Hall  
Buffalo, New York 14202  
Phone: (716) 816-3084 • Fax: (716) 851-3502

**STEPHEN GALANTE**

Office of Claims Auditor for Board of Education

December 15, 2021

Board of Education  
801 City Hall  
Buffalo, NY 14202

Honorable Members of the Board of Education,

Attached please find the current Claims Audit Report for the period November 2021. Please be aware of the following:

- Now that two years of processing data are available the report summary will include the following for comparison purposes:
  - o The same period from two years prior.
  - o The Totals for two years prior.
  - o All Periods and Totals for the prior Fiscal Year.
  - o All Periods and Year to Date Totals for the current Fiscal Year.
  - o A straight-line projection of the current Fiscal Year Totals.
- Fifth consecutive month average paid invoice has decreased.
- November 2021 Discounts Taken: \$100.45, Fiscal YTD: \$263.12

If there are any questions, please contact me at (716) 816-4542 during office hours on Monday through Friday or send me an e-mail: [sgalante@buffaloschools.org](mailto:sgalante@buffaloschools.org).

Sincerely,

Stephen Galante  
Claims Auditor for Board of Education



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## *November 2021 Claim Audit Findings*

Issue Category	Issues	Net Adjustments
Critical – Insufficient Supporting Documentation	22	\$ -
Critical – Unauthorized Purchases/Policy Violation	1	
Critical – Violation of Purchase Order (PO) / Contract Terms	14	\$ -
Non-Critical – Clerical	7	\$ (1,110.00)
<b>Grand Total</b>	<b>44</b>	<b>\$ (1,110.00)</b>

*NOTE: With the exception of duplicate claims, the majority of claims are ultimately paid after resolution of any issues.  
The net adjustment represents actual changes of processed claims.*

- **Critical Issues are those issues that may result in the complete disallowance or significant reduction of a claim and/or represent a violation of BOE policy or other governing regulations**
  - o **Critical – Duplicate (submittal of a previously processed claim):**
    - No occurrence.
    - TREND - Prior Month: 2, Current Month: 0.
    - **Recommendations / Actions / Notes:**
      - None
  - o **Critical - Insufficient Supporting Documentation (claim package is missing required approvals and / or proof of delivery and / or other required documentation):**
    - Twenty-two (22) invoices reviewed had insufficient or incorrect receiving records and/or were missing proof of delivery or other required supporting documentation. This included four invoices totaling **\$49,243** (Savvas Learning) for instructional textbooks (no packing slips), and six invoices (no packing slip) for textbooks totaling **\$16,053** (Houghton Mifflin). All issues resolved.
    - TREND - Prior Month: 14, Current Month: 22. Additional emphasis on verification of MUNIS receiving records supported by scanned bills of lading and/or packing lists.
    - **Recommendations / Actions / Notes:**
      - Failure to enter receiving documentation represents the single largest delay in processing of AP payments and a significant compliance issue.



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## *November 2021 Claim Audit Findings*

- **Critical Issues are those issues that may result in the complete disallowance or significant reduction of a claim and/or represent a violation of BOE policy or other governing regulations**
  - o **Critical - Unauthorized Purchases / Policy Violation (purchase was not processed through requisition approval process and / or other procurement policy was not followed):**
    - One (1) invoice was presented without Board Approval and/or other authorization. This included:
      - One invoice for student art books totaling **\$167,849** (Davis Publications Inc).
    - TREND - Prior Month: 0, Current Month: 1. NOTE: Many claims that would have been classified as policy violations are now being resolved prior to invoice entry into MUNIS; therefore, they are no longer being logged as audit rejections.
    - **Recommendations / Actions / Notes:**
      - Board approval has been submitted and approved. Invoice paid.
  - o **Critical - Violation of Purchase Order (PO) / Contract Terms (goods / service provided and /or billing are outside the terms of the Contract and / or Purchase Order):**
    - Fourteen (14) invoices were in violation of the purchase order/contract terms. This included:
      - All fourteen invoices totaling **\$24,408** (G&G Fitness) for repairing and installing weight room equipment were submitted without a contract. Payments held until contract is obtained.
    - TREND - Prior Month: 1, Current Month: 14.
    - **Recommendations / Actions / Notes:**
      - Departments notified of errors and contract approval is in process.
- **Non-Critical Issues are those issues that may result in minor adjustments and a delay in processing**
  - o **Non-Critical - Clerical Errors (typographical errors related to pricing / quantity / discounts or metadata):**
    - Seven (7) invoices contained errors with incorrect invoice number, taxes included on invoice entry, incomplete receiving, and liquidation error.
    - TREND - Prior Month: 16, Current Month: 7.
    - **Recommendations / Actions / Notes:**
      - Errors were corrected and claims processed.

*“Putting children and families first to ensure high academic achievement for all”*

**Buffalo Public Schools**  
**Monthly Invoice Processing and Claims Audit Findings Report**  
**FY 2022 - November**

Paid Year	Paid Month	Invoices		Turn Time	Non-		Total	Net Adjustments
		Paid	Sum of Invoices (\$)	(Days)	Critical	Critical		
<b>2020</b>	05 - NOV	1,093	\$ 55,232,633.33	49.90	2	4	6	\$ (1.00)
<b>2020 Total</b>		<b>16,525</b>	<b>\$ 593,489,868.04</b>	<b>57.05</b>	<b>57</b>	<b>167</b>	<b>224</b>	<b>\$ (413,356.14)</b>
<b>2021</b>	01 - JUL	1,141	\$ 58,161,276.65	72.91	10	10	20	\$ (53,321.88)
	02 - AUG	955	\$ 27,734,708.95	69.66	4	13	17	\$ (1,154.27)
	03 - SEP	888	\$ 44,117,078.75	59.04	3	11	14	\$ (89.62)
	04 - OCT	1,249	\$ 48,706,221.77	56.30	6	21	27	\$ (33,375.98)
	05 - NOV	841	\$ 57,121,268.91	47.74	5	4	9	\$ (5,602.27)
	06 - DEC	994	\$ 53,952,302.16	41.97	8	8	16	\$ (31.41)
	07 - JAN	839	\$ 55,699,787.27	47.54	5	7	12	\$ (4,412.00)
	08 - FEB	1,125	\$ 32,462,629.26	49.32	5	23	28	\$ -
	09 - MAR	850	\$ 46,665,167.28	55.89	4	16	28	\$ -
	10 - APR	782	\$ 47,400,148.66	70.72	7	11	18	\$ (547.74)
	11 - MAY	1,242	\$ 61,908,476.72	66.22	8	25	33	\$ (5,352.90)
	12 - JUN	1,345	\$ 38,135,542.61	66.59	12	12	24	\$ (979,730.55)
<b>2021 Total</b>		<b>12,251</b>	<b>\$ 572,064,608.99</b>	<b>59.12</b>	<b>77</b>	<b>161</b>	<b>246</b>	<b>\$ (1,083,618.62)</b>
<b>2022</b>	01 - JUL	1,297	\$ 43,361,416.31	57.87	12	35	47	\$ 3,516.54
	02 - AUG	1,562	\$ 55,002,832.77	55.91	13	30	43	\$ 12,938.41
	03 - SEP	1,142	\$ 42,832,946.55	49.61	10	19	29	\$ (87.12)
	04 - OCT	1,901	\$ 61,166,416.53	44.66	16	17	33	\$ (369,253.15)
	05 - NOV	990	\$ 67,128,152.34	41.53	7	37	44	\$ (1,110.00)
<b>2022 YTD</b>		<b>6,892</b>	<b>\$ 269,491,764.50</b>	<b>49.92</b>	<b>58</b>	<b>138</b>	<b>196</b>	<b>\$ (353,995.32)</b>
<b>2022 Projection</b>		<b>16,541</b>	<b>\$ 646,780,234.80</b>	<b>49.92</b>	<b>139</b>	<b>331</b>	<b>470</b>	<b>\$ (849,588.77)</b>