



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

June 15, 2022

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 May 2022. Please be aware of the following:

- 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.
- May 2022 Discounts Taken: \$4.16, Fiscal YTD: \$432.81

This report and historical reports can be found here: <https://www.buffaloschools.org/Page/87464>.

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.

Sincerely,

Stephen Galante
Claims Auditor for Board of Education



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May 2022 Claim Audit Findings

Issue Category	Issues	Net Adjustments
Critical – Duplicate	1	\$ (8,757)
Critical – Insufficient Supporting Documentation	14	\$ -
Critical – Violation of Purchase Order/Contract Terms	1	\$ -
Non-Critical – Clerical Errors	18	\$ (52,702)
Grand Total	34	\$ (61,459)

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):**
 - One (1) invoice entered twice with two different invoice numbers. Invoice was identified as a duplicate during the audit process and payment was not processed.
 - TREND - Prior Month: 1, Current Month: 1.
 - **Recommendations / Actions / Notes:**
 - Reviewed duplicate invoice with staff.
 - o **Critical - Insufficient Supporting Documentation (claim package is missing required approvals and / or proof of delivery and / or other required documentation):**
 - Fourteen (14) invoices reviewed had insufficient or incorrect receiving records and/or were missing proof of delivery or other required supporting documentation. This included an invoice totaling **\$13,087** (Say Yes) for CLRI/MBK program internship (no supporting documentation of students in program), and an invoice (no proof of delivery) for audio video equipment totaling **\$12,518** (B&H Photo). All issues resolved.
 - TREND - Prior Month: 15, Current Month: 14. 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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June 15, 2022

May 2022 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):**
 - No instances
 - TREND - Prior Month: 0, Current Month: 0. 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:**
 - None.
 - 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):**
 - One (1) invoice was in violation of the purchase order/contract terms. This included:
 - An invoice totaling **\$1,889** (CDW) for printers and ink cartridges was submitted by the vendor with different pricing than the quote. This invoice has been corrected and payment processed.
 - TREND - Prior Month: 4, Current Month: 1.
 - **Recommendations / Actions / Notes:**
 - Purchase Department notified of difference and corrected purchase order.
- **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):**
 - Eighteen (18) invoices contained errors with either invoice entry amount, incomplete receiving, no invoice attachment, incorrect liquidation, and invoice number.
 - This included one invoice totaling **\$44,822** (Toshiba) for copiers/duplicators, which was incorrectly entered using the total amount due instead of current amount due.
 - TREND - Prior Month: 3, Current Month: 18.
 - **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 - May

Paid Year	Paid Month	Invoices		Turn Time (Days)	Non-		Total	Net Adjustments
		Paid	Sum of Invoices (\$)		Critical	Critical		
2020	11 - MAY	1,222	\$ 41,203,376.00	65.48	3	16	19	\$ (525.00)
2020 Total		16,525	\$ 593,489,868.04	57.05	57	167	224	\$ (413,356.14)
2021	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)
2021 Total		12,251	\$ 572,064,608.99	59.12	77	161	246	\$ (1,083,618.62)
2022	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	988	\$ 67,126,201.12	41.47	7	37	44	\$ (1,110.00)
	06 - DEC	1,888	\$ 54,168,266.66	47.67	13	35	48	\$ (299.00)
	07 - JAN	1,091	\$ 62,697,510.52	49.33	4	11	15	\$ (100.00)
	08 - FEB	1,472	\$ 45,541,947.94	48.92	9	8	17	\$ (64,047.77)
	09 - MAR	1,385	\$ 72,759,209.87	54.51	10	39	49	\$ (22,395.69)
	10 - APR	1,631	\$ 39,770,434.78	48.01	3	20	23	\$ 45,943.76
	11 - MAY	1,663	\$ 57,693,791.47	65.53	16	18	34	\$ (61,458.74)
2022 YTD		16,020	\$ 602,120,974.52	51.23	113	269	382	\$ (456,352.76)
2022 Projection		17,476	\$ 656,859,244.93	51.23	123	293	417	\$ (497,839.37)