

Michael J. Haran

Claims Auditing & Municipal Consulting

13 East Brook Road

Eastport, NY 11941

631-801-2188

631-740-1934 cell

July 17, 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 June 2017 for the year **ending** June 2017.

For the month of June 2017 there were four instances where a purchase order was issued after the purchase had been made. For each instance an explanatory memo was completed **pursuant** to district policy.

The **details** of these items are 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

*Reviewed
9/19/17*

SOUTHAMPTON UNION FREE SCHOOL DISTRICT
 Claims Payment Summary - June 2017

Audit Date	Fund	Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
6/8/2017	A	83	5/27/2017	6/9/2017	158706	158820	115	\$ 678,055.76
6/8/2017	A	86	5/31/2017	5/31/2017	158705	158705	1	\$ 1,048.84
6/8/2017	A	87	5/27/2017	6/9/2017	1000418	1000423	6	\$ 2,662,262.84
6/8/2017	C	22	5/27/2017	6/9/2017	8622	8637	16	\$ 23,295.98
6/8/2017	D	16	5/27/2017	6/9/2017	1680	1680	1	\$ 34,416.60
6/8/2017	EXC	22	5/31/2017	5/31/2017	7342	7346	4	\$ 500.00
6/8/2017	EXC	23	5/27/2017	6/9/2017	7347	7349	3	\$ 10,600.00
6/8/2017	F	69	5/27/2017	6/9/2017	8674	8681	8	\$ 10,423.08
6/8/2017	F	70	5/27/2017	6/9/2017	8668	8670	3	\$ 2,901.21
6/8/2017	F	71	5/27/2017	6/9/2017	8721	8722	2	\$ 1,497.33
6/8/2017	S	3	5/31/2017	5/31/2017	412	413	2	\$ 500.00
6/8/2017	T	71	5/27/2017	6/9/2017	18880	18888	10	\$ 13,349.31
6/8/2017	T	72	5/27/2017	6/9/2017	18876	18879	4	\$ 32,726.00
6/8/2017	T	73	5/27/2017	6/9/2017	100412	100417	6	\$ 643,350.11
6/22/2017	A	88	6/10/2017	6/22/2017	158921	158954	134	\$ 816,499.48
6/22/2017	A	92	6/10/2017	6/22/2017	1000429	1000434	4	\$ 18,638,876.46
6/22/2017	C	25	6/10/2017	6/22/2017	8638	8655	18	\$ 28,881.83
6/22/2017	D	17	6/10/2017	6/22/2017	1683	1683	1	\$ 177.11
6/22/2017	D	18	6/10/2017	6/22/2017	1652	1685	6	\$ 17,549.00
6/22/2017	EXC	24	6/10/2017	6/22/2017	7350	7353	4	\$ 10,863.38
6/22/2017	F	72	6/10/2017	6/22/2017	8671	8672	2	\$ 151.80
6/22/2017	F	73	6/10/2017	6/22/2017	8682	8684	3	\$ 448.73
6/22/2017	F	74	6/10/2017	6/22/2017	8723	8724	2	\$ 778.10
6/22/2017	T	74	6/10/2017	6/22/2017	18895	18904	10	\$ 43,852.63
6/22/2017	T	75	6/10/2017	6/22/2017	18899	18894	6	\$ 9,669.01
6/22/2017	T	76	6/10/2017	6/22/2017	1000424	1000428	5	\$ 595,111.07
6/22/2017	T	77	6/10/2017	6/22/2017	1000432	1000433	2	\$ 1,388,679.60
6/30/2017	T	78	6/24/2017	6/30/2017	1000435	1000437	3	\$ 93,784.01
6/30/2017	T	79	6/24/2017	6/30/2017	18905	18908	4	\$ 1,172.01
Total								\$ 23,673,005.58

Details of Findings

Audit Date	Fund	Warrant #	Check #	Vendor	Finding	Amount	Recommendations
6/8/2017	A	83	158721	Lamilee V Capps-Jemliola	Confirming PO w/memo	\$ 2,800.00	Issue PO before purchase is made
6/8/2017	A	83	158768	LWV of the Hamptons	Confirming PO w/memo	\$ 100.00	Issue PO before purchase is made
6/6/2017	F	69	8677	Frontline TechnologiesGroup	Confirming PO w/memo	\$ 34.85	Issue PO before purchase is made
6/6/2017	F	69	8680	Laune Verdeschi	Confirming PO w/memo	\$ 550.00	Issue PO before purchase is made



PAID

JUN 09 2017

Cap
SOUTHAMPTON UFSD

PURCHASE ORDER

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

162482

Page 1 of 1

DATE: 5/22/2017
VENDOR #: 1192
REQUISITION #: 49715

REQUESTOR: Phillips, Judy

ORDER TO:
JEMIOLA, LARRILEE V. 136 NEWTOWN LANE EAST HAMPTON, NY 11937

SHIP TO:
District Office Southampton UFSD 70 Leland Lane Southampton, NY 11968

I certify that the goods and or services listed herein have been received in good order.

x *Justin* *5/24/17*
Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Consultant Services - Southampton ESSA 8 days X \$600 + \$4800 \$2800 Bal. Due for 4/23/17 Total - \$7600 <i>March 2017</i> <i>7 days</i> COPY <i>Shared w/ PO 161256</i>	7,600.0000		0.00	7,600.00

AUDITED FOR PAYMENT
BY: *[Signature]*
CLAIMS AUDITOR

\$2800.00

Total: 7,600.00

Budget Code	PO Amount	Budget Code	PO Amount
2010400000	7,600.00		

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

Interoffice Memo

Date:

To:

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 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 reimbursement.

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, services or reimbursement:

Lashlee Senola - completed all payments for services through Title III Grant - needs to do additional work for 2016/17. It must be paid through General Fund. Additional services were approved by Supt.

Requisition # 49715

Please return this form with a copy of the Requisition.

[Signature]
Principal/Director Signature

[Signature] Office Use Only 5/18/17
Maria Smith
Assistant Superintendent for Business

AUDITED FOR PAYMENT
[Signature]
BY: CLAIMS AUDITOR

✓ 5/18/17
Approved Disapproved



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

162552

Page 1 of 1

DATE: 6/02/2017
 VENDOR #: 14960
 REQUISITION #: 49845

REQUESTOR: Phillips, Judy

ORDER TO:
LEAGUE OF WOMEN VOTERS OF THE HAMPTONS PO BOX 2253 EASTHAMPTON, NY 11937

SHIP TO:
District Office Southampton UFSD 70 Leland Lane Southampton, NY 11968

I certify that the goods and or services listed herein have been received in good order. _____, Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Providing oragnization for "Meet the Candidate Night" - May, 4 2017	100.0000		0.00	100.00
COPY					
Total:					100.00

Budget Code	PO Amount	Budget Code	PO Amount
A1010500000	100.00		

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

Interoffice Memo

Date: 6/1/17

To:

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 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 reimbursement.

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, services or reimbursement:

Oversight by secretary:

Requisition # 49845

Please return this form with a copy of the Requisition.

Principal/Director Signature

M. Smith

Office Use Only

Maria Smith
Assistant Superintendent for Business

Approved

Disapproved

DESCRIPTION	AMOUNT
Providing organization and conducting of debate for School Board candidates on May 4, 2017	\$100.00.

INVOICE

**League of Women Voters of the
Hamptons**

PO Box 2253
 East Hampton, NY 11937
 Phone 631-324-4637
www.lwvhamptons.org

DATE: MAY 24, 2017

TO:
 Southampton Public Schools
 % Amy Person, Clerk

Make all checks payable to League of Women Voters of the Hamptons

Thank you for your business!



PURCHASE ORDER

162535

Page 1 of 1

PAID

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

DATE: 5/31/2017
VENDOR #: 15192
REQUISITION #: 49840

JUN 09 2017

SOUTHAMPTON UFSD

REQUESTOR: Dupree, Ellen

ORDER TO:
FRONTLINE EDUCATION 1400 ATWATER DRIVE MALVERN, PA 19355

SHIP TO:
Southampton High School 141 Narrow Lane Southampton, NY 11968 Attn: Larrilee Jemiola

Other: Open P.O. for 2016-17

I certify that the goods and or services listed herein have been received in good order.

x *L C Jemiola* Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Open Purchase Order for 2016-2017	150.0000			150.00
<p>COPY</p> <p>INVUS63247 # 11.05 ✓</p> <p>INVUS67545 # 23.80 ✓</p> <p>INVOICE # INVUS63247 - 11.05</p> <p>INVOICE # INVUS67545 - 23.80</p> <p>AUDITED FOR PAYMENT JUN 08 2017</p> <p>BY: <i>M Smith</i> CLAIMS AUDITOR 6/05/17</p> <p>→ \$ 34.85</p> <p>115.15</p>					
Total:					150.00

Budget Code	PO Amount	Budget Code	PO Amount
F2910450000	150.00		

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: May 30, 2017

To: Lanilee Jemiola

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:

The Peconic Teacher Center never received an invoice for WebReg Transactional fees and the cost per transaction. The attached email indicates 3 invoices were sent, we never received one until May 17th. In 2017-18 money will be set aside for these fees. Whats interesting is that they are only requesting 1st quarter. Last quarter Requisition # 49840 will also need to be paid.

Please return this form with a copy of the Requisition.

x Lanilee Jemiola
Principal/Director Signature

Maria Smith
Maria Smith, Superintendent for Business

Approved 5/31/17 Disapproved

Office Use Only

PAID

JUN 09 2017

SOUTHAMPTON UFSD

AUDITED
FOR PAYMENT

JUN 08 2017

BY: [Signature]
CLAIMS AUDITOR



INVOICE

Please send checks to:
Frontline Technologies Group, LLC
 PO Box 780577
 Philadelphia, PA 19178-0577

or make payment via ACH:
 ABA/Routing #: 121000248
 Account #: 4121566533
 Please send remittance advice to
 Billing@FrontlineEd.com

BILL TO
Peconics TC 141 Narrow Lane Southampton NY 11968

ACCOUNT #	DATE	INVOICE #
1132487812	9/30/2016	INVUS63247
TERMS	DUE DATE	P.O. NUMBER
Net 30	10/30/2016	

Qty	Description	Subscr. Start	Subscr. End	End User	Mths	Unit Price	Amount
13	MLP WebReg Transactional Fees Quarterly-Q3	7/1/2016	9/30/2016	1132487812 Peconics TC	3	0.85	11.05

AUDITED
 FOR PAYMENT
 JUN 08 2017
 BY: *[Signature]*
 CLAIMS AUDITOR

[Signature]

Mailing Address:
Frontline Technologies Group, LLC
 dba Frontline Education
 1400 Atwater Drive
 Malvern PA 19355
 Contact us at Billing@FrontlineEd.com

TOTAL (USD)	11.05
Amount Due (USD)	\$11.05



INVOICE


Please send checks to:
Frontline Technologies Group, LLC
 PO Box 780577
 Philadelphia, PA 19178-0577


or make payment via ACH:
 ABA/Routing #:121000248
 Account #: 4121566533
 Please send remittance advice to
 Billing@FrontlineEd.com

BILL TO
Peconics TC 141 Narrow Lane Southampton NY 11968

ACCOUNT #	DATE	INVOICE #
1132487812	3/31/2017	INVUS67545
TERMS	DUE DATE	P.O. NUMBER
Net 30	4/30/2017	

Qty	Description	Subscr. Start	Subscr. End	End User	Mths	Unit Price	Amount
28	MLP WebReg Transactional Fees Quarterly-Q1	1/1/2017	3/31/2017	1132487812 Peconics TC	3	0.85	23.80

AUDITED
 FOR PAYMENT
 JUN 08 2017
 BY: 
 CLAIMS AUDITOR



Mailing Address:
Frontline Technologies Group, LLC
 dba Frontline Education
 1400 Atwater Drive
 Malvern PA 19355
 Contact us at Billing@FrontlineEd.com

TOTAL (USD)	23.80
Amount Due (USD)	\$23.80

PURCHASE ORDER

160829

MAIL INVOICES
IN DUPLICATE TO ->
THIS ADDRESS

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

DATE 08/16/16
VEND # 14928
REQ # 47072

PAID

JUN 09 2017

Order To: SOUTHAMPTON UFSD

VERDESCHI, LAURIE
1 PINE TREE PLACE
HAMPTON BAYS, NY 11946

Ship To:

District Office
Southampton UFSD
70 Leland Lane
Southampton, NY 11968
ATTENTION: L JEMIOLA

Website Manager

I certify that the goods and or services listed herein have been received in good order. x *L Jemiola* Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping Charge	Extended Cost
11.00 ea	Manage Peconic Teacher Center website throughout the year inputting updates and information Open P.O. <div style="text-align: center; font-size: 2em; color: blue; font-weight: bold;">COPY</div>	50.000			550.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> AUDITED FOR PAYMENT JUN 08 2017 BY: <i>[Signature]</i> CLAIMS AUDITOR </div>					
TOTAL					\$550.00 ✓

Budget Code	PO Amount	Budget Code	PO Amount
F2900400000	550.00		

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

Danielle Leef

Danielle Leef

Southampton, New York 11968
631-591-4518
631-287-2870-Fax

Confirming Purchase Order Form

Date: 8/10/16

To:

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:

Requisition complete. No funds available at the time of service.

State and Local budgets were not inputted.

(Budgets were provided in Aug. P.O. should not have spent funds without the budgets done and P.O.'s prepared)

Requisition # 47072

Please return this form with a copy of the Requisition.

Larula Jemiola
Principal/Director Signature L. Jemiola

Office Use Only

MH Smith
Maria Smith, Superintendent for Business

Approved *8/15/16* Disapproved

BY: *[Signature]*
CLAIMS ADJUTOR

PAID
JUN 09 2016
SOUTHAMPTON UFSD

Next year - I will not sign off again.

SOUTHAMPTON PUBLIC SCHOOLS

70 Leland Lane
Southampton, New York 11968

CLAIM FORM

Social Security # or TAX I.D.# 070-54-1959
ALL ITEMS MUST BE FILLED IN BY VENDOR OR EMPLOYEE

Name of Vendor Laurie Verdeschi
Address of Vendor 1 Pine Tree Pl.
Hampton Bays NY 11946 Purchase Order No. 160829

Quantity	Unit	Description	Unit Price	Amount
11		hrs. management of Person Teacher Center Website with updates of news and additional info for Director during 2016-17 school year.	\$ 50	\$ 550 ?
<p>(See Confirming P.O. Info)</p> <p style="text-align: right;">AUDITED FOR PAYMENT JUN 28 2017 BY: _____ CLAIMS AUDITOR</p>				

Laurie Verdeschi Signature of Vendor or Employee 5/22/17 Date

L.C. Gemella Signature of Principal/Supervisor F290040000 Appropriation Code

Date

5/30/17

Approved: _____

Maria H. Smith

Assistant Superintendent for Business

In a real time telephone conference on August 1, 2016 of members of the Peconic Teacher Center Policy Board, a motion was made by Kathleen Dayton, seconded by Linda Reiser, to approve the following consultants for the 2016-2017 school year.

Attendance: Laurie Verdeschi, Linda Reiser, Frank Cole, Laura Schilling, Kathleen Dayton, Maria Archer, Pat Sliwenski, Denise Sullivan, Patty Conigliaro, Sal Rizzo. Quorum met.

Consultants 2016-2017 PECONIC TEACHER CENTER

Name	Position	Payment
Jemiola, Larrilee	Director	\$80/Hr
Learner Centered Initiatives	Assessment	\$3,250.00/day
Klimek, Emma	APPR/DATA	\$900/day
Masin, Carol	Foundations/Just Words	\$800/day
Jaccarino, Victor	Common Core Standards	\$900/day
Simmons, Randy	Bridge Data & Prof Development	\$800/day
Keany, Michael (Keany Assoc.)	Evaluation Trainer	\$1,250/day
Exceptional Children Consultants, LLC	DASA Instructor	\$75/pupil
Shideler, Annette	ELLS /Co-teaching	\$1200/day
Dove, Maria	ELLS /Co-teaching	\$1200.00/day
Hughes, Janet	Class Facilitator	\$1,000/class
Honigsfeld, Andrea	Co-Teaching ELLs	\$1,500/day
Cevallos, Berta	Interpreter Training	\$480/pupil
Guerrero, Mei-Lynn	Tech. Instructor	\$600/class&\$1,000/cou
Milton, Kimberly	Class Facilitator	\$600/class & \$1,000/coi
Minter, Kristen	Tech. Instructor	\$600/class & \$1,000/coi
Purcell, Julieanne	Tech. Instructor	\$1,000/course
Anderson, Kelly	Class Facilitator	\$1000.00/course
Wicker, Nancy	Class Facilitator	\$1000.00/course
Magnowski, Elizabeth	Class Facilitator	\$650.00/day
Mangano, Vincent	CPR Instructor	\$300/class
Metzger, Maria	CPR Instructor	\$300/class
Verdeschi, Laurie	PTC Website	\$50/hr
Reiser, Linda	PTC Website	\$50/hr