

CLAIMS AUDITOR LETTER



Patchogue-Medford School District

BOARD OF EDUCATION

Marc A. Negrin, President
Diana Andrade, Vice President
Thomas P. Donofrio
Kelli Anne Jennings
Jennifer A. Krieger
Francis J. Salazar
Bernadette M. Smith

Dennis M. Logan, District Clerk

Donna Jones, Ed.D.
Superintendent of Schools
Administrative Center
241 South Ocean Avenue
Patchogue, New York 11772

(631) 687-6380

(631) 687-6389

June 26, 2024

Members of the Board of Education
Patchogue-Medford School District
c/o Donna Jones, Ed.D.
Superintendent of Schools
241 South Ocean Avenue
Patchogue, NY 11772

Dear Members of the Board of Education:

Pursuant to our responsibilities as Internal Claim Auditors for the District, be advised that we have examined in detail all of the bills and claims made against the school district through May 31, 2024.

The findings of our review are that all items are in order and we have authorized the payment of approved bills or claims.

Very truly yours,

Adriane Brower
Claims Auditor

Nancy Hoogsteden
Claims Auditor (Alternate)

CLAIMS AUDITOR REPORTS

INTERNAL CLAIMS AUDITOR MONTHLY REPORT

Payroll Schedule - May 2024

Adriane Brower

Claims Auditor

I have audited the claims from each payroll during the month of May as noted below:

	<---Week ending 5/06--->		<---Week ending 5/10--->		<---Week ending 5/24--->		<-----Monthly Totals----->	
	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
INSTRUCTION								
Professional Development, Mentors & Buddies					2	\$ 164.00	2	\$ 164.00
Lunchroom Duties			191	\$ 22,953.66	221	\$ 51,923.63	412	\$ 74,877.29
Classroom Supervision Duties by Teachers			43	\$ 2,322.78	188	\$ 24,204.96	231	\$ 26,527.74
Classroom Supervision Duties by TA's			1	\$ 21.00	1	\$ 59.50	2	\$ 80.50
Homebound Tutoring			80	\$ 45,240.00	55	\$ 29,633.36	135	\$ 74,873.36
Planning & Collaboration - CRRSA ESSER 2							0	\$ -
Budget Substitute Teachers			82	\$ 28,676.50	101	\$ 56,285.00	183	\$ 84,961.50
Grant Substitute Teachers			19	\$ 3,645.00	51	\$ 14,572.50	70	\$ 18,217.50
IEP Writing/ICT Coaching							0	\$ -
Permanent Substitute Teachers*			42	\$ 29,500.00	48	\$ 65,525.00	90	\$ 95,025.00
Permanent Substitute Teachers Covid Pay							0	\$ -
Substitute Teacher Assistant			1	\$ 550.00	1	\$ 990.00	2	\$ 1,540.00
SCEP Building Substitute/Title I Improvements							0	\$ -
TA Toileting Responsibilities			3	\$ 750.00			3	\$ 750.00
Curriculum Writing							0	\$ -
Alternative High School/Extended Day/ENL Academy - ARP ESSER			51	\$ 23,915.12	72	\$ 52,097.77	123	\$ 76,012.89
PASS Program							0	\$ -
Extra Period			1	\$ 696.20	4	\$ 5,166.30	5	\$ 5,862.50
Parent/Student Meeting, BIN Night - Title III							0	\$ -
Kindergarten Dial Screening							0	\$ -
Empowering Minds/STEM Club/AM Supervision - Title IV			5	\$ 924.50	9	\$ 3,300.25	14	\$ 4,224.75
Common Planning & Dual Certification			4	\$ 838.00	32	\$ 4,930.00	36	\$ 5,768.00
Crisis Prevention							0	\$ -
SEAL of Biliteracy & Civic Readiness - Title IV							0	\$ -
Universal Pre-K Grant			9	\$ 580.80			9	\$ 580.80
EXTRA CURRICULAR								
Regular Chaperones			2	\$ 150.50	17	\$ 1,834.38	19	\$ 1,984.88
Intramural Activities Chaperones							0	\$ -
Athletic Chaperones			22	\$ 3,808.94	35	\$ 9,578.30	57	\$ 13,387.24
Unified Golf, Bowling & Basketball Chaperones			9	\$ 1,666.25	8	\$ 1,526.50	17	\$ 3,192.75
Score Keeper & Timers			3	\$ 1,265.00			3	\$ 1,265.00
Coaching			2	\$ 5,246.85	12	\$ 42,602.95	14	\$ 47,849.80
Coaching - Post Season							0	\$ -
Music & Art					28	\$ 11,369.75	28	\$ 11,369.75
Clubs			18	\$ 12,610.00	31	\$ 21,096.25	49	\$ 33,706.25
Regents/AP/PSAT/SAT Proctor & Grading							0	\$ -
Bilingual Night							0	\$ -

		<---Week ending 5/06--->		<---Week ending 5/10--->		<---Week ending 5/24--->		<-----Monthly Totals----->	
		Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
HEALTH SERVICES									
	Nurses Retirements (Sick and/or Vacation Time)							0	\$ -
	Nurses Uniforms							0	\$ -
	Part-time Nurses			2	\$ 3,325.88	2	\$ 3,325.88	4	\$ 6,651.76
	Sub, Sports, Extracurricular Nurses			5	\$ 1,561.85	6	\$ 1,850.82	11	\$ 3,412.67
	Health Aides			15	\$ 8,863.20	14	\$ 15,887.24	29	\$ 24,750.44
INSTRUCTIONAL AIDES									
	Kindergarten Aides			25	\$ 7,658.39	25	\$ 15,604.49	50	\$ 23,262.88
	ESL Aides			2	\$ 584.55	2	\$ 1,118.18	4	\$ 1,702.73
	Science Aides			6	\$ 6,625.84	6	\$ 8,533.13	12	\$ 15,158.97
	Special Education Aides			72	\$ 26,889.05	73	\$ 52,208.94	145	\$ 79,097.99
	Attendance Aides			4	\$ 1,260.15	4	\$ 2,562.15	8	\$ 3,822.30
	Computer Aides *grant funded			11	\$ 11,223.20	11	\$ 21,194.94	22	\$ 32,418.14
	Library Aides			10	\$ 3,706.73	11	\$ 7,926.92	21	\$ 11,633.65
SUBSTITUTE AIDES									
	Clerical Aides			8	\$ 1,336.00	9	\$ 4,288.00	17	\$ 5,624.00
	Kindergarten Aides			1	\$ 48.00	2	\$ 56.00	3	\$ 104.00
	Special Education Aides			5	\$ 512.00	10	\$ 2,424.00	15	\$ 2,936.00
	Attendance Aides							0	\$ -
	Health Aides			2	\$ 167.40	2	\$ 776.00	4	\$ 943.40
	Computer Aides							0	\$ -
	Library Aides							0	\$ -
CSEA									
	CSEA Resignation (Payouts for Vacation Days)			1	\$ 4,004.09			1	\$ 4,004.09
	CSEA Retro Payments	200	\$ 151,538.34					200	\$ 151,538.34
	CSEA Retirements (Sick and/or Vacation Time)					1	\$ 739.84	1	\$ 739.84
PLANT & FACILITIES									
	Custodial Night Differential			40	\$ 4,509.05	39	\$ 5,360.23	79	\$ 9,869.28
	Custodial Night Differential OT			10	\$ 119.50	6	\$ 106.77	16	\$ 226.27
	Custodial Overtime			20	\$ 4,126.43	19	\$ 4,679.87	39	\$ 8,806.30
	Custodial Acting Job Differential			10	\$ 1,228.93	8	\$ 1,023.69	18	\$ 2,252.62
	Custodial Acting Job Differential OT							0	\$ -
	Part Time Custodians			34	\$ 9,762.90	34	\$ 19,358.40	68	\$ 29,121.30
	Substitute Custodians			21	\$ 3,672.00	23	\$ 6,644.00	44	\$ 10,316.00
	Substitute Custodians Training							0	\$ -
	Maintenance Workers Night Differential			6	\$ 350.62	6	\$ 302.68	12	\$ 653.30
	Maintenance Workers Night Differential OT			1	\$ 9.04	1	\$ 1.34	2	\$ 10.38
	Maintenance Workers Overtime			8	\$ 2,772.09	11	\$ 4,592.28	19	\$ 7,364.37
	Maintenance Acting Job Differential					1	\$ 2.01	1	\$ 2.01
	Maintenance Acting Job Differential OT							0	\$ -

	<---Week ending 5/06--->		<---Week ending 5/10--->		<---Week ending 5/24--->		<-----Monthly Totals----->	
	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
FOOD SERVICE								
Full Time Food Service Workers			11	\$ 9,189.17	11	\$ 18,414.20	22	\$ 27,603.37
Food Service Overtime							0	\$ -
Food Service Acting Diff			3	\$ 112.50	2	\$ 136.50	5	\$ 249.00
Part Time Food Service Workers			49	\$ 16,252.75	50	\$ 32,713.25	99	\$ 48,966.00
Part Time Food Service Workers Covid Pay							0	\$ -
Substitute Food Service			5	\$ 608.93	5	\$ 773.80	10	\$ 1,382.73
Lunchroom Aides			8	\$ 1,948.01	8	\$ 3,575.17	16	\$ 5,523.18
Substitute Lunchroom Aides							0	\$ -
TRANSPORTATION								
Bus Drivers			4	\$ 4,083.54	4	\$ 6,870.56	8	\$ 10,954.10
Bus Drivers Overtime			4	\$ 1,643.60	4	\$ 2,460.22	8	\$ 4,103.82
Sub Bus Driver			1	\$ 198.88	1	\$ 172.00	2	\$ 370.88
Bus Aides			30	\$ 10,030.31	32	\$ 21,203.45	62	\$ 31,233.76
Substitute Bus Aides					2	\$ 16.00	2	\$ 16.00
SECURITY								
Security Guards Normal Duty			85	\$ 73,562.26	92	\$ 100,985.52	177	\$ 174,547.78
Security Guards OT			9	\$ 1,572.21	12	\$ 3,821.63	21	\$ 5,393.84
Security Guards Covid Pay			1	\$ 516.00			1	\$ 516.00
Before and After School Childcare Security			13	\$ 2,171.50	14	\$ 4,117.25	27	\$ 6,288.75
Before and After School Childcare Security OT			1	\$ 129.00	2	\$ 596.63	3	\$ 725.63
Adult Education Security					1	\$ 1.00	1	\$ 1.00
Sporting Events Security			5	\$ 1,376.00	2	\$ 1,376.00	7	\$ 2,752.00
Sporting Events Security OT			1	\$ 48.38	1	\$ 193.50	2	\$ 241.88
Community Schools Security			2	\$ 1,300.75	2	\$ 1,806.00	4	\$ 3,106.75
Greeters			25	\$ 8,347.42	24	\$ 14,774.32	49	\$ 23,121.74
Substitute Greeters					3	\$ 196.00	3	\$ 196.00
MISCELLANEOUS								
Adult Education			1	\$ 765.00	1	\$ 1,530.00	2	\$ 2,295.00
Before and After School Childcare			41	\$ 15,822.93	39	\$ 30,720.94	80	\$ 46,543.87
Before and After School Childcare Covid Pay							0	\$ -
Election Inspectors							0	\$ -
Other Overtime Claims			3	\$ 648.86	14	\$ 4,095.25	17	\$ 4,744.11
Driver's Education							0	\$ -
Interim Employees							0	\$ -
Lavatory Aides			27	\$ 8,241.07	30	\$ 16,877.58	57	\$ 25,118.65
Miscellaneous Claims			2	\$ 749.07	2	\$ 739.87	4	\$ 1,488.94
TOTAL CLAIMS	200	\$ 151,538.34	1196	\$ 419,496.13	1552	\$ 780,069.84	2948	\$ 1,351,104.31

*totals for permanent substitutes are comprised from those paid through the budget as well as through federal grants

**OFFICE OF BUSINESS ADMINISTRATION
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

Payroll Adjustments and Summaries – May 2024

Manual Checks & Non-cash Sick Pay:

Payroll Week Ending	Reference Number Sequence	Number of Claims	Gross Pay	FICA Withholding - Employer Share	Medicare Withholding - Employer Share
05/06/24					
05/10/24	5188-5193	6	\$ 3,431.79	\$ 212.78	\$ 49.77
05/24/24					
TOTALS		6	\$ 3,431.79	\$ 212.78	\$ 49.77

Voided Checks:

Payroll Week Ending	Check Number(s)	Number of Claims	Gross Pay	Net Pay	Reason(s)
05/06/24	800002	1	\$ 9.61	\$ 8.87	stale dated/abandoned funds
05/10/24	723183,800799, 836258, 836702,840890, 849998	6	\$ 335.95	\$ 305.23	stale dated/abandoned funds
05/24/24					
TOTALS		7	\$ 345.56	\$ 314.10	

Payroll Summaries:

Payroll Week Ending	Number of Checks	Check Sequence	Gross Payment
05/06/24	201	984968-985168	\$ 151,538.34
05/10/24	1,753	985169-986915	\$ 4,348,314.45
05/24/24	1,728	986916-988643	\$ 4,760,869.03

CSEA Clerical retro

I have verified the accuracy of the payroll adjustments required to record disability taxes from each payroll during the month of May as noted above. I have also reviewed and accounted for all checks that were voided during the month. All check sequences for payroll transactions have been properly reconciled.


Claims Auditor

**OFFICE OF BUSINESS ADMINISTRATION
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

Substitute Teachers, Paid from the Budget – May 2024

I have tallied the claims from each payroll during the month of May as noted below:

Adriane Brower
Claims Auditor

		<---Week ending 5/10--->		<---Week ending 5/24--->		<-----Monthly Totals----->	
ELEMENTARY SCHOOL BUILDINGS		Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days
	Barton	4	9.0	4	16.5	8	25.5
	Bay	5	5.5	4	11.5	9	17.0
	Canaan	8	19.0	11	42.0	19	61.0
	Eagle	5	11.0	6	25.0	11	36.0
	Medford	5	7.0	5	18.5	10	25.5
	River	5	5.5	6	10.0	11	15.5
	Tremont	8	21.5	8	47.0	16	68.5
MIDDLE SCHOOL BUILDINGS							0.0
	Oregon	5	12.0	9	25.5	14	37.5
	Saxton	5	15.0	12	35.5	17	50.5
	South Ocean	8	28.0	13	44.5	21	72.5
HIGH SCHOOL BUILDING							
	Patchogue-Medford H.S.	24	50.0	23	82.5	47	132.5
TOTAL CLAIMS		82	183.5	101	358.5	183	542.0

**OFFICE OF BUSINESS ADMINISTRATION
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

Substitute Teachers, Paid from Grants – May 2024

I have tallied the claims from each payroll during the month of May as noted below:

Adriane Brower
Claims Auditor

		<---Week ending 5/10--->		<---Week ending 5/24--->		<-----Monthly Totals----->	
ELEMENTARY SCHOOL BUILDINGS		Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days	Number of Claims	Number of Sub Days
	Barton	1	2.0	8	17.0	9	19.0
	Bay	1	0.5	5	11.5	6	12.0
	Canaan	1	0.5	3	8.5	4	9.0
	Eagle	2	4.5	4	11.5	6	16.0
	Medford	1	3.5	3	7.5	4	11.0
	River	1	3.5	5	5.5	6	9.0
	Tremont			4	6.5	4	6.5
MIDDLE SCHOOL BUILDINGS							
	Oregon	2	1.0	3	3.0	5	4.0
	Saxton	2	1.0	3	4.5	5	5.5
	South Ocean	1	1.0	2	4.0	3	5.0
HIGH SCHOOL BUILDING							
	Patchogue-Medford H.S.	7	7.0	11	18.5	18	25.5
TOTAL CLAIMS		19	24.5	51	98.0	70	122.5

**OFFICE OF BUSINESS ADMINISTRATION
INTERNAL CLAIMS AUDITOR MONTHLY REPORT**

Custodial Overtime – May 2024

Adriane Brower

Claims Auditor

I have tallied the claims from each payroll during the month of May noted below:

		<---Week ending 5/10--->		<---Week ending 5/24--->		<-----Monthly Totals----->	
		Number of Claims	Amount	Number of Claims	Amount	Number of Claims	Amount
ELEMENTARY SCHOOL BUILDINGS							
	Barton					0	\$ -
	Bay					0	\$ -
	Canaan	2	\$ 373.04	2	\$ 585.73	4	\$ 958.77
	Eagle	3	\$ 869.37	3	\$ 1,249.75	6	\$ 2,119.12
	Medford	2	\$ 143.32	1	\$ 46.91	3	\$ 190.23
	River	2	\$ 270.29	1	\$ 158.04	3	\$ 428.33
	Tremont	1	\$ 79.02	1	\$ 158.04	2	\$ 237.06
MIDDLE SCHOOL BUILDINGS							
	Oregon	3	\$ 295.66	1	\$ 18.76	4	\$ 314.42
	Saxton			1	\$ 177.80	1	\$ 177.80
	South Ocean			2	\$ 156.06	2	\$ 156.06
HIGH SCHOOL BUILDING							
	Patchogue-Medford H.S.	7	\$ 2,095.73	7	\$ 2,128.78	14	\$ 4,224.51
PLANT AND FACILITIES							
	Maintenance Workers	5	\$ 2,007.50	6	\$ 2,378.24	11	\$ 4,385.74
	Truck Drivers	1	\$ 43.78	2	\$ 400.66	3	\$ 444.44
	Groundskeepers	2	\$ 720.81	3	\$ 1,813.38	5	\$ 2,534.19
TOTAL CLAIMS		28	\$ 6,898.52	30	\$ 9,272.15	58	\$ 16,170.67

INTERNAL CLAIMS AUDITOR MONTHLY REPORT

Cash Disbursements - May 2024

Fund	Warrant Number	Warrant Date	Number of Claims	Warrant Amount	Check Sequence	Number of Discrepancies	Description of Discrepancies	Discrepancies Amount	Check Number(s)
F	37	5/1/2024	1	\$ 17,080.00	254582	0	none	\$ -	
PC	116	5/1/2024	6	\$ 534,201.00	254583-584588	0	none	\$ -	
A	115	5/1/2024	68	\$ 3,010,989.27	254589-254656	4	3 confirming PO's, 1 void	\$ 33,953.60	254615, 254640, 254646, 254647
A	118	5/2/2024	165	\$ 2,042,101.08	254657-254815	5	confirming PO's	\$ 4,610.02	254732, 254747, 254748, 254757, 254799
C	41	5/7/2024	11	\$ 41,655.54	254816-254826	0	none	\$ -	
F	38	5/7/2024	8	\$ 731,294.22	254827-254834	0	none	\$ -	
H	21	5/7/2024	1	\$ 323.25	254835	0	none	\$ -	
PC	117	5/8/2024	4	\$ 42,037.64	254836-254839	0	none	\$ -	
A	122	5/14/2024	86	\$ 2,792,502.47	254840-254924	0	none	\$ -	
C	42	5/14/2024	11	\$ 26,121.86	254925-254935	0	none	\$ -	
F	39	5/14/2024	3	\$ 313,304.17	254936-254938	0	none	\$ -	
H	22	5/14/2024	1	\$ 1,652.21	254939	0	none	\$ -	
PC	123	5/14/2024	3	\$ 14,302.09	254940-254942	0	none	\$ -	
A	114	5/15/2024	9	\$ 92,725.30	254943-255035	0	none	\$ -	
A	124	5/20/2024	1	\$ 999.95	884904	0	none	\$ -	
A	125	5/21/2024	71	\$ 706,814.84	255036-255106	4	confirming PO's	\$ 4,958.79	255044, 255078, 255093
C	43	5/21/2024	9	\$ 52,444.50	255107-255115	0	none	\$ -	

Fund	Warrant Number	Warrant Date	Number of Claims	Warrant Amount	Check Sequence	Number of Discrepancies	Description of Discrepancies	Discrepancies Amount	Check Number(s)
F	40	5/21/2024	5	\$ 438,956.59	255116-255120	1	confirming PO	\$ 1,995.00	255118
H	23	5/21/2024	1	\$ 213,517.66	255121	0	none	\$ -	
PC	126	5/21/2024	1	\$ 1,922.50	255122	0	none	\$ -	
	1546		465	\$ 11,074,946.14		14		\$ 45,517.41	

Voided Checks:

Fund	Check Date	Void Date	Check Number	Reason
A	12/05/23	05/07/24	251571	lost
A	12/12/23	05/07/24	251820	lost
A	02/01/24	05/07/24	252641	lost
A	02/13/24	05/07/24	252885	lost
A	03/28/24	05/07/24	253815	lost
A	05/01/24	05/07/24	254647	wrong amount
A	05/16/23	05/14/24	242745	stale

Summary:

Discrepancy Occurrence	3.01%
Void Occurrence	1.51%

Notes:

I have audited the cash disbursements from each warrant during the month of May as noted above. Pursuant to my duties as Claims Auditor, I have verified all expenditures to be legitimate and in accordance with Board Policy # 3434.

I have reconciled all checks for the month and verified the check sequence to be accurate. All warrants have been accounted for and there are no gaps in the number sequence.


 Claims Auditor

OFFICE OF BUSINESS ADMINISTRATION
INTERNAL CLAIMS AUDITOR MONTHLY REPORT

Worker's Compensation - May 2024

Warrant Date	Number of Claims	Amount	Check Sequence	Number of Discrepancies	Description of Discrepancies	Discrepancy Amount	Check Number(s)
5/1/2024	19	\$ 9,244.26	35489-35507	0	none	\$ -	
5/2/2024	2	\$ 1,316.74	35508-35509	0	none	\$ -	
5/6/2024	1	\$ 1,000.00	35510	0	none	\$ -	
5/8/2024	15	\$ 31,223.20	35511-35525	0	none	\$ -	
5/9/2024	11	\$ 3,587.86	35526-35536	0	none	\$ -	
5/10/2024	1	\$ 90.00	35537	0	none	\$ -	
5/14/2024	3	\$ 150.00	35538-35540	0	none	\$ -	
5/15/2024	14	\$ 8,056.31	35541-35554	1	void: wrong vendor	\$ 214.17	35541
5/16/2024	2	\$ 1,316.74	35555-35556	0	none	\$ -	
5/17/2024	11	\$ 3,587.86	35557-35567	0	none	\$ -	
5/20/2024	2	\$ 1,316.74	35568-35569	0	none	\$ -	
5/21/2024	12	\$ 8,405.44	35570-35581	0	none	\$ -	
5/29/2024	9	\$ 5,656.10	35582-35590	0	none	\$ -	
TOTALS	102	\$ 74,951.25		1		\$ 214.17	

Voided Checks:

Check Date	Voided Date	Check Number	Reason
04/26/24	5/3/2024	35321	returned by bank
05/10/24	5/17/2024	34673	stale check
04/03/24	5/17/2024	35400	incorrect vendor information
05/15/24	5/22/2024	35541	incorrect vendor name

Summary:

Discrepancy Occurrence	0.98%
Void Occurrence	3.92%

I have audited the worker's compensation cash disbursements from each warrant during the month of May as noted above.


Claims Auditor

**OFFICE OF BUSINESS ADMINISTRATION
INTERNAL CLAIMS AUDITOR MONTHLY REPORTS**

Fund Transfer Audit - Wire Authorizations for the Month of May, 2024


Claims Auditor

I have audited the wire authorizations of fund transfers for the month of May as noted below:

Bank	Account	Number of Deposits	Deposit Total	Discrepancies	Number of Disbursements	Disbursements Total	Discrepancies
Capital One	Capital Fund				3	\$ 215,493.12	None
	Capital Investment						
	Debt Service Fund						
	Debt Service Investment						
	Disbursement	15	\$ 10,481,482.96	None			
	General Fund	11	\$ 9,106,197.56	None	31	\$ 20,447,549.39	None
	Money Market	1	\$ 50,000.00	None			
	General / Child Care				1	\$ 50,000.00	None
	Payroll	2	\$ 2,865,583.98	None	7	\$ 5,872,602.13	None
	Food Service	1	\$ 200,000.00	None	6	\$ 227,188.29	None
	Special Aid	4	\$ 2,100,000.00	None	7	\$ 1,950,658.19	None
	Payroll Clearing	12	\$ 9,925,802.55	None	21	\$ 9,285,413.74	None
Chase	Capital Investment						
	General Investment						
	Workers Compensation	8	\$ 68,052.37	None			
	Clearing						
Webster/Sterling	Capital Investment						
	General Investment				1	\$ 5,000,000.00	None
	Clearing						
Flushing Bank	Capital Investment						
	General Investment				1	\$4,000,000.00	None
Hanover	General Investment						
TOTALS		54	\$34,797,119.42		78	\$47,048,904.86	

Each wire transaction has been reconciled against the corresponding bank statements and verified to be accurate in accordance with Board Policy # 3471.

OFFICE OF BUSINESS ADMINISTRATION
PATCHOGUE-MEDFORD SCHOOLS
241 South Ocean Avenue
Patchogue, NY 11772-3787
(631) 687-6330

TO: Patchogue-Medford Board of Education
FROM: Adriane Brower, Internal Claims Auditor *A. Brower*
DATE: June 25, 2024
RE: nVision Audit Reports

I have reviewed the Payroll Change Analysis Report for the month of May 2024. All changes made by the Payroll Department are reasonable.

I have reviewed the Audit Analysis Report for the month of May 2024. All changes are reasonable.

I have reviewed the Login/Logout Audit Report for the randomly selected date of May 14, 2024. All users are authorized.

I will keep the Board and the Business Office informed of any unusual activity.

cc: F. Mазzie

**OFFICE OF BUSINESS ADMINISTRATION
PATCHOGUE-MEDFORD SCHOOLS
241 South Ocean Avenue
Patchogue, NY 11772-3787
(631) 687-6330**

TO: Patchogue-Medford Board of Education
FROM: Adriane Brower, Internal Claims Auditor *A. Brower*
DATE: June 25, 2024
RE: Firewall Activity Report

I have reviewed the monthly firewall activity report for the month of May 2024.

The individuals and/or companies that have accessed our network remotely have been compared against an authorized user list to ensure that each had the District's permission to do so, in accordance with Board policy # 4411.

IT confirmed that Digital Provisions was authorized to log in Saturday 5/4 & Sunday 5/5.

On 5/8 many attempts were made to login to our VPN with usernames that do not exist in our system. They were unsuccessful, and IT blocked the originating IP addresses.

I will keep the Board and the Business Office informed of any suspicious activity.

cc: F. Mazzie

ADDITION OR
REVISION OF
CLASSROOM
ACTIVITY
ACCOUNT

**OFFICE OF STUDENT ACTIVITIES
PATCHOGUE-MEDFORD SCHOOLS
181 BUFFALO AVENUE
MEDFORD, NY 11763
631-687-6511**

TO: Frank Mazzie
Assistant Superintendent for Business and Operations

FROM: Florence Lathbury - Central Treasurer

DATE: June 26, 2024

SUBJECT: Extra Classroom Activity Accounts

Please place a request on the next Board of Education Agenda for their approval to open an Extra Classroom Activity account for the incoming freshman, the **Class of 2028**. They will use this account to fundraise and process payments for homecoming, class trips, junior and senior proms, etc.

Thank you.

cc: R. Rusielewicz