Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1315 – DUTIES OF THE INTERNAL CLAIMS AUDITOR

The Internal Claims Auditor shall be appointed by the Board at its Annual Reorganizational Meeting and shall serve at the pleasure of the Board.

If this position is held by an employee, such position is an exempt civil service classification. The auditor does not have to be a resident of the BOCES supervisory district. A BOCES employee can be the internal claims auditor, but the following persons are prohibited from being the internal claims auditor: a member of the Board; the clerk of the Board; the treasurer of the Board; the District Superintendent; official responsible for business management; purchasing agent, or clerical or professional personnel directly involved in accounting or purchasing functions in the BOCES; the individual or entity responsible for the internal audit function; the individual or entity responsible for the external audit.

An independent organization or person can perform this function provided they have no business responsibility related to the business operations of BOCES, have no interest in any BOCES contract, does not provide any goods or services to BOCES, is not a close or immediate family member to anyone who has responsibility related to the business operations of BOCES or has an interest in any other contract with the BOCES.

Close family member is defined as parent, sibling or non-dependent child. Immediate family member is defined as spouse, spouse equivalent or dependent (whether or not related).

The duties of the Internal Claims Auditor include:

a) Report to the Board and/or audit committee directly on the results of the audit of claims where the auditor audits and approves each claim; and shall report to the Board, District Superintendent or clerk of the Board, as the Board determines, for administrative matters such as workspace, time and attendance.

b) Audit all bills for payment from funds of the BOCES.

1. Determine that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based;

2. Ascertain that all items being billed have been received; or, in the case of services, that they were actually rendered.

3. Check invoices for discounts and make sure they match with payments (checks).

4. Determine that the proposed payment is for a valid and/or legal purpose.

5. Determine that the obligation was incurred by an authorized BOCES representative.

c) Perform such other duties provided by law or as may be assigned to the Office of Internal Claims Auditor.

8 New York Code of Rules and Regulations
(NYCRR) Section 170.2

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Revised: 8/21/2013
Reviewed: 8/17/2016
Reviewed: 9/18/2019
Revised: 8/17/2022
Revised: 8/20/2025