

SECURITY GUARD INVOICE AUDIT

Prototype Audit Report

Fictional demonstration only. This report is designed to show the product a prospective customer would receive.

Client	Northstar Distribution Campus
Vendor	Sentinel Guard Services LLC
Invoice	SG-260430
Service period	April 1-30, 2026

Executive Result

Stated invoice total	Potential exceptions	Audit-adjusted amount	Exception rate
\$44,168.60	\$5,768.60	\$38,400.00	13.1%

Our review identified **\$5,768.60** of potential billing exceptions across nine findings. The largest categories are unsupported hours, an unauthorized rate escalation, and separate charges that the contract states are included in the hourly rate.

Finding Summary

ID	Finding	Amount	Confidence
F-01	Unauthorized rate escalation	\$1,161.00	High
F-02	Unsupported billed hours	\$1,400.80	High
F-03	Unsupported overtime premium	\$669.50	High
F-04	Non-contract holiday premium	\$401.70	High
F-05	Training billed separately	\$535.60	High
F-06	Patrol vehicle surcharge	\$750.00	High
F-07	Administrative fee	\$450.00	High
F-08	Missed patrol SLA credits	\$300.00	High
F-09	Invoice arithmetic discrepancy	\$100.00	High

Detailed Findings

F-01 - Unauthorized rate escalation \$1,161.00

Vendor applied a 3% increase during the first contract year. The contract permits the first annual adjustment on Jan. 1, 2027.

Evidence: Contract §4.2; invoice rates

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-02 - Unsupported billed hours \$1,400.80

40 billed hours lack supporting attendance or written authorization across the Main Gate, Warehouse, Supervisor, and Extra Guard lines.

Evidence: Contract §3.1 and §5.1; attendance summary

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-03 - Unsupported overtime premium \$669.50

40 hours were worked, but the overtime premium was not pre-approved. Scheduled coverage remains billable at the base contract rate.

Evidence: Contract §4.4; approval log

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-04 - Non-contract holiday premium \$401.70

The vendor billed Apr. 3 at the holiday multiplier even though it is not a listed contract holiday.

Evidence: Contract §4.5

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-05 - Training billed separately \$535.60

Training and orientation are expressly included in the hourly rates and are not separately billable.

Evidence: Contract §4.6

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-06 - Patrol vehicle surcharge \$750.00

The patrol vehicle and normal operating costs are included in the contracted rates.

Evidence: Contract §4.6

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-07 - Administrative fee \$450.00

Normal supervision and administrative overhead are included in the contracted rates.

Evidence: Contract §4.6

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-08 - Missed patrol SLA credits \$300.00

Three scheduled mobile patrols are marked missed. The contract requires a \$100 credit for each missed patrol.

Evidence: Contract §3.4; patrol log

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

F-09 - Invoice arithmetic discrepancy \$100.00

The stated invoice total is \$100 greater than the sum of its line-item extensions.

Evidence: Invoice footer

Recommended action: Request a corrected invoice, credit, or supporting documentation before payment. Do not net an amount unilaterally unless the customer agreement permits it.

Recommended Customer Action

Place the disputed portion on hold pending vendor support; request a corrected invoice or credit memo; preserve the contract, amendments, attendance records, approvals, and patrol logs; and resolve any disputed interpretation with the appropriate contract or legal owner.

Prototype Methodology

The fictional rules and documents in this prototype were designed around patterns found in public security-guard invoicing guidance and audit reports. For example, NYC DCAS requires detailed guard hours, rates, and payroll support; Jacksonville's public audit identified an overstated security rate and unsupported guard-hour issues; and the NYC Comptroller has reported unauthorized additional security staffing in a separate contract audit.

References: NYC DCAS Security Guard Vendors FAQ; Jacksonville Council Auditor Report 870; NYC Comptroller DocGo audit. This prototype is not legal advice, a certified audit, or an allegation against any real company.