

ICA Report to Board of Education Sweet Home CSD

**February 10, 2024
By Denise Kolber, ICA
(Dkolber@Sweethomeschooldistrict.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: February 10, 2024

I hereby certify that I have audited the below noted claims for the month of January. The claims have been reviewed for the appropriate amounts, approvals, reasonableness, and adherence to Department and State requirements.

All claims included therein have been checked for the following:

Adherence to District policy and procedures
Quotes and Bids obtained as required by Purchasing Procedures
Pricing is correct as per bids, quotes, contracts etc.
Purchase orders are pre-numbered
Check number on the warrant are in sequence
Purchasing Agent has signed each purchase order
Purchase order date precedes the invoice date
Signed Receipt of Goods/Services by an authorized employee
Correct remit
Appropriate detail backup
Mathematical accuracy
No duplication of payments
Invoice(s) match the purchase order
Travel vouchers are properly itemized
Charges for professional services are properly itemized along with executed contract
Sales tax not paid

The Audit Discover Report is attached noting exception found during review.

These claims have been authorized and paid to the claimant certified :

<u>FUND</u>	<u>DATE</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
A	3-Jan	119276-119362	\$441,291
	3-Jan	119363	\$387
	3-Jan	ACH	\$24,557
	3-Jan	ACH	\$4,097
	3-Jan	119364-119368	\$508
	4-Jan	ACH	\$326
	5-Jan	119369	\$170
	9-Jan	ACH	\$4,797
	9-Jan	119370-119431	\$1,294,593
	11-Jan	119432-119433	\$935
	12-Jan	119434-119435	\$13,268
	17-Jan	119436-119530	\$992,105
	16-Jan	119531	\$329

	18-Jan	ACH	\$12,211
	22-Jan	119532	\$625
	22-Jan	119533	\$333
	25-Jan	119534-119577	\$391,229
	25-Jan	119578-119579	\$48,558
	30-Jan	119580-119639	\$108,399
	30-Jan	119640-119641	\$510
	31-Jan	ACH	\$5,076
		Total A Fund	\$3,344,304
H	3-Jan	180624	\$3,600
	5-Jan	180625	\$361,259
	25-Jan	180626	\$2,980
		Total H Fund	\$367,839
F	3-Jan	141086-141090	\$163,198
	3-Jan	141091	\$30,360
	9-Jan	141092-141098	\$8,460
	17-Jan	141099	\$46
		Total F Fund	\$202,064
C	3-Jan	191373-191382	\$72,418
	9-Jan	191383-191386	\$111,890
	17-Jan	191387-191394	\$24,378
	17-Jan	191395	\$5,249
	24-Jan	191396-191403	\$22,271
	25-Jan	191404	\$15,041
	30-Jan	191405-191409	\$4,665
		Total C Fund	\$255,912
		Total All Funds	\$4,170,119

Sweet Home School District
Discovery Report – 1/2024

DISCOVERY	RESOLUTION
No exceptions noted	