

ICA Report to Board of Education Sweet Home CSD

**September 17, 2023
By Denise Kolber, ICA
(Dkolber@sweethomeschools.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: September 17, 2023

I hereby certify that I have audited the below noted claims for the month of July. 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	6-Jul	11755	\$317
	6-Jul	117556	\$560
	10-Jul	117557-117599	\$2,348,153
	10-Jul	ACH	\$4,135
	12-Jul	117600	\$4,204
	18-Jul	117601-117660	\$346,544
	18-Jul	ACH	\$10,205
	18-Jul	117661	\$305
	21-Jul	117662	\$257,511
	24-Jul	ACH	\$16,686
	25-Jul	117663-117715	\$210,686
	31-Jul	ACH	\$14,086
		Total A Fund	\$3,213,392

C	25-Jul	191227-191233	\$10,180
F	11-Jul	14038-140942	\$81,152
	18-Jul	140943-140947	\$278,446
	25-Jul	140948-140953	\$19,513
		Total F Fund	\$379,111
H	11-Jul	180507-180508	\$1,760
	11-Jul	180509	\$410,087
	18-Jul	180510-180511	\$13,166
	25-Jul	180512	\$3,551
		Total H Fund	\$428,564
		Total All Funds	\$4,031,247

Sweet Home CSD
Discovery Report – 7/23

DISCOVERY	RESOLUTION
No exceptions noted	