

ICA Report to Board of Education Sweet Home Central School District

May 7, 2023
By Denise Kolber, CA
(Dkolber@sweethomeschools.org)

To: Board of Education
From: Denise Kolber/ICA
Date: May 7, 2023

I hereby certify that I have audited the below noted claims for the month of April. 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	12-Apr	116697	\$71
	13-Apr	116698	\$107
	17-Apr	116699	\$990
	18-Apr	ACH	\$8,115
	18-Apr	116700-116744	\$71,715
	18-Apr	116745-116792	\$1,516,060
	18-Apr	116793-116794	\$22,471
	18-Apr	ACH	\$95
	24-Apr	ACH	\$3,654
	24-Apr	ACH	\$898
	24-Apr	ACH	\$542

25-Apr	116795-116822	\$29,716
25-Apr	116823-116857	\$104,412
25-Apr	116858-116859	\$5,653
25-Apr	116860	\$160

Total A Fund	\$1,764,659
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F	11-Apr	140898	\$13,900
	18-Apr	140899-140901	\$8,192
	25-Apr	140902-140903	\$36,705

Total F Fund	\$58,797
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C	13-Apr	191147	\$95
	18-Apr	191148-191157	\$28,308
	25-Apr	191158-191167	\$52,001

Total C Fund	\$80,404
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H	10-Apr	180466-180467	\$121,032
	18-Apr	180468	\$1,543
	21-Apr	180469	\$300
	25-Apr	180470-180476	\$385,906

Total H Fund	\$508,781
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Total All Funds	\$2,412,641
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Sweet Home School - Discovery Report April 2023

DISCOVERY	RESOLUTION
No exceptions noted	