

ICA Report to Board of Education Sweet Home Central School

January 8, 2023
By Denise Kolber, ICA
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To: Board of Education
From: Denise Kolber/CA
Date: January 8, 2023

I hereby certify that I have audited the below noted claims for the Month of December. 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-Dec	115227-115233	\$600
	6-Dec	115234-115260	\$22,393
	6-Dec	115261-115274	\$4,111
	6-Dec	115275-115303	\$381,762
	7-Dec	115304	\$258
	13-Dec	115305-115328	\$7,101
	13-Dec	115329-115361	\$1,568,827
	13-Dec	115362-115412	\$108,727
	13-Dec	115413-115428	\$1,594
	13-Dec	115429	\$8,580
	19-Dec	115430-115486	\$76,413

19-Dec	115487-115536	\$175,389
21-Dec	115537-115544	\$2,450
28-Dec	115545	\$5,305

Total A fund	\$2,363,510
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F	6-Dec	140795	\$9,240
	13-Dec	140801-140804	\$52,439
	19-Dec	140805-140816	\$41,205

Total F Fund	\$102,884
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H	6-Dec	180398	\$4,807
	13-Dec	180400-180418	\$1,309,439

Total H Fund	\$1,314,246
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C	6-Dec	190990-190997	\$47,288
	6-Dec	190998-191001	\$10,805
	13-Dec	191002-191010	\$29,264
	19-Dec	191011-191020	\$31,655

Total C Fund	\$119,012
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Sweet Home School - Discovery Report December 2022

DISCOVERY	RESOLUTION
ICA noted 3 written quotes were not obtained for a purchase order for \$3117. District Policy requires 3 written quotes. This ensures the District is getting a competitive pricing.	A copy of the exception was provided to management.