

CA Report to Board of Education Sweet Home School District

November 13, 2022,
By Denise Kolber, CA
(Dkolber@sweethomeschools.org)

To: Board of Education
From: Denise Kolber/ICA
Date: November 13, 2022

I hereby certify that I have audited the below noted claims for the month of October. 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 :

General Fund

17-Oct	114701	\$279
17-Oct	114702-114703	\$3,193
19-Oct	114704	\$8,844
28-Oct	114705-114769	\$69,428
28-Oct	114761-114807	\$1,281,690
26-Oct	114808	\$361
27-Oct	114809	\$333
27-Oct	114810-114879	\$9,433
31-Oct	114880-114881	\$122,517
31-Oct	114882-114917	\$32,119

School Lunch

DATE	CHECK NUMBERS	AMOUNT
14-Oct	190949-190954	\$35,292
14-Oct	190955-190959	\$21,380
19-Oct	190960	\$282
28-Oct	190961-190969	\$56,626
31-Oct	190970	\$58
		\$113,638

Capital

DATE	CHECK NUMBERS	AMOUNT
14-Oct	180366-180373	\$224,512
20-Oct	180374	\$59,968
31-Oct	180375-180379	\$346,106
		\$630,586

Federal

DATE	CHECK NUMBERS	AMOUNT
14-Oct	140761-140770	\$21,087
14-Oct	140771-140772	\$1,673
28-Oct	140773-140775	\$2,068
31-Oct	140776-140779	\$33,609
		\$58,437

Sweet Home School - Discovery Report October 2022

DISCOVERY	RESOLUTION
No exceptions noted	