

ICA Report to Board of Education Sweet Home CSD

**May 1, 2024
By Denise Kolber, ICA
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To: Board of Education
From: Denise Kolber/ICA
Date: May 1, 2024

I hereby certify that I have audited the below noted claims for the month of March. 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	5-Mar	119913-119969	\$664,128
	5-Mar	119970-119972	\$73,521
	5-Mar	119973-119984	\$125,519
	5-Mar	119985	\$146
	7-Mar	ACH	\$9,608
	11-Mar	ACH	\$10,110
	12-Mar	119986-120034	\$1,151,158
	12-Mar	120035	329
	18-Mar	ACH	\$2,976
	19-Mar	120036-120095	310289
	19-Mar	120096-120098	\$9,732
	27-Mar	120099-120158	\$325,972
	27-Mar	ACH	\$23,594

	27-Mar	120159-120162	\$860
		Total A Fund	\$2,707,942
F	5-Mar	141107-141116	\$15,623
	12-Mar	141117-141121	\$40,455
	12-Mar	141122	\$30,360
	14-Mar	141123	\$30,360
	19-Mar	141124-141126	\$61,018
	26-Mar	141127-141130	\$13,433
	26-Mar	141131	\$30,360
		Total F Fund	\$221,609
H	19-Mar	180630	\$86,576
	19-Mar	180631	\$367,923
		Total H Fund	\$454,499
C	5-Mar	191444-191446	\$11,242
	12-Mar	191447-191455	\$24,314
	19-Mar	191456-191459	\$31,619
	27-Mar	191460-191470	\$64,225
		Total C Funds	\$131,400
		Total All Funds	\$3,510,450

Sweet Home CSD
Discovery Report – 3/24

DISCOVERY	RESOLUTION
ICA noted 1 confirming order. Confirming orders circumvent the controls put in place by the purchasing department. The controls ensure items are properly purchased with respect to department policies and state requirements. In addition, funds cannot be properly encumbered and budgeted. .	Details of the confirming order was provided to the Business Office.