

# **ICA Report to Board of Education Sweet Home Central School District**

11/13/2023

By Denise Kolber, ICA  
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To: Board of Education  
From: Denise Kolber/ICA  
Date: November 13, 2023

I hereby certify that I have audited the below noted claims for the month of 10/23. 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	2-Oct	118163-118250	\$1,250,395
	2-Oct	118251-118342	\$601,905
	2-Oct	118343-118344	\$965
	2-Oct	118345	\$4,500
	2-Oct	118346	\$5,534
	2-Oct	118347	\$2,160
	2-Oct	118349	\$107
	3-Oct	118350-118352	\$10,155
	4-Oct	118353	\$1,162
	3-Oct	118354	\$372,517
	11-Oct	118355-118383	\$74,393
	11-Oct	118384	\$15,428
	11-Oct	ACH	\$2,450
	13-Oct	118385-118386	\$55,510
	13-Oct	118387-118469	\$700,302
	16-Oct	ACH	\$18,376
	17-Oct	118470-118533	\$461,585
	16-Oct	118534	\$364
	16-Oct	ACH	\$3,290
	18-Oct	118535	\$636
	19-Oct	118536	\$1,378
	20-Oct	118537	\$315
	24-Oct	118538-118579	\$71,609
	24-Oct	118580-118656	\$1,186,637
	24-Oct	ACH	\$14,710
	25-Oct	118657	\$697
	30-Oct	118658-118741	\$267,790
	30-Oct	118742	\$352
		<b>TOTAL A FUND</b>	<b>\$5,125,222</b>
F	2-Oct	142009-141019	\$72,557
	2-Oct	141020	\$540
	2-Oct	141021-141028	\$172,356

11-Oct	141029-141030	\$59,041
13-Oct	141031-141033	\$5,925
17-Oct	141034-141041	\$82,481
24-Oct	141042-141048	\$133,408
31-Oct	141049-141053	\$39,631

**TOTAL F FUND \$565,939**

C	2-Oct	191261-191269	\$20,722
	2-Oct	191270-191282	\$36,650
	11-Oct	191283-191290	\$22,789
	13-Oct	191291-191302	\$152,545
	18-Oct	191303	\$1,069
	24-Oct	191304-191316	\$76,747
	31-Oct	191317-191326	\$32,677

**TOTAL C FUND \$343,199**

H	2-Oct	180543-180555	\$398,208
	2-Oct	180556-180558	\$15,225
	11-Oct	180559-180560	\$80,777
	13-Oct	180561	\$1,024,997
	17-Oct	180562-1805691	\$659,827
	24-Oct	180570-180575	\$11,444
	31-Oct	180576	\$1,378
	31-Oct	180577	\$98,100

**TOTAL H FUND \$2,289,956**

Sweet Home School - Discovery Report October 2023

DISCOVERY	RESOLUTION
No exceptions noted.	