

ICA Report to Board of Education Sweet Home CSD

**July 10, 2024
By Denise Kolber, ICA
(DKolber@Sweethomeschooldistrict.org)**

To: Board of Education
 From: Denise Kolber/ICA
 Date: July 11, 2024

I hereby certify that I have audited the below noted claims for the month of June. 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>Check</u>	<u>Check</u>	<u>Check</u>
A	<u>DATE</u>	<u>Numbers</u>	<u>Amount</u>
	4-Jun	120714-120773	\$130,038
	4-Jun	ACH	\$10,505
	4-Jun	120774-12077	\$307
	4-Jun	ACH	\$1,440
	4-Jun	120778	\$1,485
	6-Jun	ACH	3260
	11-Jun	120779-120838	\$873,231
	17-Jun	ACH	16554
	18-Jun	120839-120922	\$851,691
	19-Jun	120923	\$1,379
	24-Jun	ACH	\$4,376
	24-Jun	120924-120943	\$9,269
	25-Jun	120944-120977	\$322,575

	25-Jun	\$120,978	\$352
		Total A fund	\$2,226,462
F	4-Jun	141153-141154	\$1,205
	7-Jun	141155	\$30,360
	10-Jun	141156-141157	\$18,369
	11-Jun	141158	\$27,360
	18-Jun	141159-141162	\$16,199
	21-Jun	ACH	\$4,771
	Total F Fund		\$98,264
H	18-Jun	180633	\$96,180
	Total H Fund		\$96,180
C	4-Jun	191521-191526	\$9,314
	4-Jun	191527	\$6,528
	10-Jun	191528-191537	\$56,140
	11-Jun	191538	\$15,180
	18-Jun	191539-191544	\$24,976
	25-Jun	191545-191551	\$86,527
	Total C Fund		\$198,665
	Total All Funds		\$2,619,571

Sweet Home CSD
Discovery Report – 6/24

DISCOVERY	RESOLUTION
No exceptions noted	