

ICA Report to Board of Education Sweet Home CSD

August 13, 2024
By Denise Kolber, ICA
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To: Board of Education
 From: Denise Kolber/ICA
 Date: August 13, 2024

I hereby certify that I have audited the below noted claims for the month of July. 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>
	1-Jul	120979	\$1,671
	1-Jul	120980	\$1,400
	1-Jul	120981-121032	\$659,913
	10-Jul	121033-121034	\$10,300
	10-Jul	121035-121036	\$72,901
	12-Jul	121037	170
	15-Jul	121038-121039	\$6,468
	18-Jul	121040	1134307
	18-Jul	ACH	\$16,613
	19-Jul	121041-121133	\$885,112
	23-Jul	121134	\$1,375

25-Jul	121135-121137	\$307
30-Jul	121138	\$30,223
31-Jul	121139-121198	\$1,658,835
31-Jul	121199-121255	\$163,185
31-Jul	121256	\$403
31-Jul	ACH	\$1,744
31-Jul	121257	\$787

Total A Fund **\$4,645,714**

F	8-Jul	141163-141168	\$54,859
	31-Jul	141169-141182	\$37,542
	31-Jul	141183-141184	\$632

Total F Fund **\$93,033**

H	18-Jun	180633	\$96,180
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Total H Fund **\$96,180**

C	8-Jul	191552-191555	\$3,747
	31-Jul	191556-191565	\$88,946

Total C Fund **\$92,693**

Total All Funds **\$4,927,620**

