

ICA Report to Board of Education Sweet Home CSD

**September 4, 2024
By Denise Kolber, ICA
(DKolber@Sweethomeschooldistrict.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: September 4, 2024

I hereby certify that I have audited the below noted claims for the month of August. 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	14-Aug	121258-121332	\$391,082
	14-Aug	ACH	\$11,056
	14-Aug	ACH	\$429
	14-Aug	121333-121410	\$330,901
	14-Aug	121411	\$391
	14-Aug	12141	\$1,406
	19-Aug	121413-121432	\$2,050
	23-Aug	121433	\$107
	23-Aug	ACH	\$23,203
		Total A Fund	\$760,625
H	14-Aug	180640	\$1,625

F	14-Aug	141185-141198	\$13,530
	14-Aug	141199	\$1,316
		Total F Fund	\$14,846
C	14-Aug	191566-191574	\$10,915
		<u>Total all Funds</u>	\$788,011

Claims Auditor Exception Report - Check Runs August 2024

<u>PO Number</u>	<u>PO Date</u>	<u>Invoice Date</u>	<u>Vendor</u>	<u>Originator</u>	<u>Invoice Amount</u>	<u>Finding</u>	<u>Comment</u>
No Exceptions noted							