

ICA Report to Board of Education Sweet Home CSD

**November 20, 2024
By Denise Kolber, ICA
(DKolber@Sweethomeschooldistrict.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: November 20, 2024

I hereby certify that I have audited the below noted claims for the month of October. 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>DATE</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
A	1-Oct	121476-121548	\$304,564
	1-Oct	121549-121610	\$1,279,971
	1-Oct	121611-121744	\$1,378,299
	1-Oct	ACH	\$8,156
	1-Oct	121745	\$4,733
	1-Oct	ACH	\$5,439
	2-Oct	121746	\$158,874
	3-Oct	121747	\$1,342
	7-Oct	ACH	\$31,090
	9-Oct	121748-121841	\$333,825
	9-Oct	121842-121850	\$164,436
	11-Oct	121851-121853	\$18,483
	18-Oct	ACH	\$13,489
	21-Oct	121854-121941	\$1,851,447

22-Oct	121942-122001	\$188,425
22-Oct	122002	\$442
22-Oct	122003-122029	\$50,041
24-Oct	ACH	\$4,755
24-Oct	122030-122031	\$201,802
25-Oct	122032	\$10,675
25-Oct	122033	\$2,815

Total A Fund \$6,013,103

F	2-Oct	141243	\$33,450
	9-Oct	141244-141254	\$129,843
	18-Oct	ACH	\$644
	22-Oct	141255-141263	\$34,167

Total F Fund \$198,104

C	1-Oct	191585-191590	\$28,898
	1-Oct	191591-191600	\$81,020
	9-Oct	191601-191611	\$78,081
	22-Oct	191612-191624	\$21,800

Total C FUND \$209,799

Total All Funds \$6,421,006

Sweet Home CSD
Discovery Report – 10/24

DISCOVERY	RESOLUTION
No exceptions noted	