

# **ICA Report to Board of Education Sweet Home CSD**

**December 17,, 2024  
By Denise Kolber, ICA  
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To: Board of Education  
From: Denise Kolber/ICA  
Date: December 20, 2024

I hereby certify that I have audited the below noted claims for the month of November. 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	5-Nov	122002	\$442
	5-Nov	122003-122029	\$50,041
	5-Nov	122030-122031	\$201,802
	5-Nov	122032	\$10,675
	5-Nov	122033	\$2,815
	16-Dec	122034	\$222
	5-Nov	122035-122138	\$511,603
	8-Nov	122139-122140	\$226
	14-Nov	122141-122210	\$1,690,010
	12-Nov	122211	\$403
	18-Nov	122212	\$40
	18-Nov	122213	\$408

	21-Nov	122214-122274	\$229,261
	21-Nov	122275-122279	\$135,130
	22-Nov	ACH	\$21,284
	22-Nov	122280	\$2,400
	19-Nov	ACH	\$3,581
		<b>Total A Fund</b>	<b>\$2,860,343</b>
F	8-Nov	141265-141271	\$46,382
	15-Nov	141272	\$455
	21-Nov	141273-141279	\$29,159
	21-Nov	141280-141284	\$4,876
	25-Nov	141285	\$2,797
		<b>Total F Fund</b>	<b>\$83,669</b>
C	8-Nov	191625-191631	\$100,445
	8-Nov	191632-191633	\$5,839
	14-Nov	191634-191647	\$57,774
	20-Nov	191648	\$14,394
		<b>Total C Fund</b>	<b>\$178,452</b>
H	5-Nov	<b>180648</b>	<b>\$82,818</b>
		<b>Total All Funds</b>	<b>\$3,205,282</b>

Sweet Home CSD  
Discovery Report – 11/24

DISCOVERY	RESOLUTION
No exceptions noted	