

ICA Report to Board of Education Sweet Home CSD

**January 21, 2025
By Denise Kolber, ICA
(Dkolber@Sweethomeschooldistrict.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: January 21, 2025

I hereby certify that I have audited the below noted claims for the month of December. 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	4-Dec	122281-122372	\$1,269,896
	4-Dec	122373-122374	\$13,568
	4-Dec	122375	\$2,400
	4-Dec	122376-122377	\$10,358
	9-Dec	ACH	\$102
	10-Dec	122378	\$10,000
	18-Dec	122379-122433	\$212,739
	16-Dec	122434	\$32,027
	18-Dec	122435-122544	\$2,032,585
	16-Dec	122545-122547	\$8,694
	17-Dec	122548	\$16
	17-Dec	122549	\$200
	18-Dec	122550	\$530
		Total A Fund	\$3,593,115

F	3-Dec	Ach	\$647
	4-Dec	141286-141296	\$48,174
	18-Dec	141297-141304	\$6,463
	31-Dec	141305-141309	\$71,020
		Total F Fund	\$125,657
C	4-Dec	191649-191660	\$43,743
	5-Dec	191661	\$3,974
	18-Dec	191662-191668	\$48,670
	18-Dec	191669	\$16,677
		Total C Fund	\$113,064
		Total All Funds	\$3,831,836

Sweet Home CSD
Discovery Report – 12/24

DISCOVERY	RESOLUTION
No exceptions noted	