

ICA Report to Board of Education Sweet Home CSD

**March 3, 2024
By Denise Kolber, ICA
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To: Board of Education
From: Denise Kolber/ICA
Date: March 3, 2024

I hereby certify that I have audited the below noted claims for the month of January. 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	2-Jan	ACH	\$12,320
	2-Jan	122551-122644	\$1,042,381
	2-Jan	122645	\$308
	3-Jan	122646-122647	\$23,111
	15-Jan	122648-122718	\$761,661
	15-Jan	122719-122789	\$1,241,186
	13-Jan	122790	\$320
	14-Jan	122791-122801	\$1,120
	24-Jan	122802	\$12,460
	24-Jan	ACH	\$3,744
	27-Jan	ACH	\$43,145

	29-Jan	122803-122824	\$106,599
	29-Jan	122825-122904	\$1,196,593
	29-Jan	122905-122906	\$13,709
		Total A Fund	\$4,458,657
C	15-Jan	191671-191685	\$126,203
	29-Jan	191686-191696	\$33,287
		Total C Fund	\$9,076,804
F	15-Jan	141310-141314	\$29,293
	29-Jan	141315-141318	\$49,212
		Total F Fund	\$78,505
		Total All Funds	\$13,613,966

Claims Audit Report To Sweet Home School Board

Sweet Home Claims Auditor Exception Report - Check Runs January 2025

[illegible]