

ICA Report to Board of Education Sweet Home CSD

**April 15, 2025
By Denise Kolber, ICA
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To: Board of Education
From: Denise Kolber/ICA
Date: April 15, 2025

I hereby certify that I have audited the below noted claims for the month of March. 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-Mar	ACH	\$24,211
	11-Mar	ACH	\$3,411
	13-Mar	123133-123226	\$915,072
	13-Mar	123227-123229	\$42,675
	13-Mar	123230	\$8,784
	13-Mar	123231	\$702
	18-Mar	123232	\$4,235
	20-Mar	123233-123234	\$255
	25-Mar	123235-123287	\$1,409,695
	26-Mar	123288-123331	\$637,200
	26-Mar	123332	\$320
	26-Mar	ACH	\$37,617
		Total A Fund	\$3,084,177

	13-Mar	141325-141327	\$177,867
F	13-Mar	141328-141330	\$334
	13-Mar	141331	\$33,450
	18-Mar	141332	\$95
	26-Mar	141333-141336	\$185,339
		Total F Fund	\$397,085
C	13-Mar	191717-191724	\$84,389
	26-Mar	191725-191737	\$215,540
		Total C Fund	\$299,929
Total All Funds			\$3,781,191

Claims Audit Report To Sweet Home School Board

Sweet Home Claims Auditor Exception Report - Check Runs March 2025

[illegible]