

ICA Report to Board of Education Sweet Home CSD

**May 15, 2025
By Denise Kolber, ICA
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To: Board of Education
From: Denise Kolber/ICA
Date: May15, 2025

I hereby certify that I have audited the below noted claims for the month of April. 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-Apr	123333	\$278
	2-Apr	123334	\$246
	8-Apr	123335-123337	\$489
	10-Apr	12338-123375	\$412,657
	10-Apr	123376-123449	\$313,784
	10-Apr	123450-123451	\$3,050
	10-Apr	123452	\$1,000
	22-Apr	1213453-123490	\$1,392,609
	22-Apr	123491-123493	\$1,133
	22-Apr	123494-123495	\$48,661
	25-Apr	123496-1213497	\$731
	28-Apr	ACH	\$5,431
	30-Apr	123498-123585	\$351,197
	30-Apr	123586-123587	\$386

		Total A Fund	\$2,531,652
F	9-Apr	141337-141344	\$49,862
	9-Apr	141345-141346	\$300
	30-Apr	141347-141348	\$2,241
	30-Apr	ACH	\$64
		Total F Fund	\$52,467
C	9-Apr	191738-191747	\$49,645
	30-Apr	191748-191758	\$56,610
		Total C Fund	\$106,255
		Total All Funds	\$2,690,374

Sweet Home Claims Auditor Exception Report - Check Runs April 2025							
<u>PO Number</u>	<u>PO Date</u>	<u>Invoice Date</u>	<u>Vendor</u>	<u>Originator</u>	<u>Invoice Amount</u>	<u>Finding</u>	<u>Comment</u>
A25-01951	4/1	3/21	Akron Acres	Reed	\$120	Confirming orders circumvent the controls put in place to ensure items are properly purchased with respect to department policies and State requirements.	Confirming order was giving to Business office for review.
A25-01886	3/11	3/6	El-Don	Jarvis	\$95	Confirming orders circumvent the controls put in place to ensure items are properly purchased with respect to department policies and State requirements.	Confirming order was giving to Business office for review.