

ICA Report to Board of Education Sweet Home CSD

**June 8, 2025
By Denise Kolber, ICA
(Dkolber@Sweethomeschooldistrict.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: June 8, 2025

I hereby certify that I have audited the below noted claims for the month of May. 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>
8-May	123589	\$106
8-May	123590-123596	\$2,607
12-May	123597-123691	\$755,495
13-May	123692-123697	\$12,563
19-May	123698	\$2,356
19-May	ACH	\$20,670
20-May	123699-123703	\$3,440
21-May	123704	\$181
22-May	123705	\$456
29-May	123706-123707	\$7,801
30-May	123708	\$2,850
30-May	123709-123838	\$1,502,829

30-May	ACH	\$5,105
30-May	ACH	\$415

Total General Fund	\$2,316,874
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13-May	141356-141359	\$5,275
13-May	141360	\$648

Total F Fund	\$5,923
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12-May	191759-191766	\$80,685
14-May	191767-19171	\$29,730
29-May	191772	\$239

Total C Fund	\$110,654
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Total All Funds	\$2,433,451
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