

ICA Report to Board of Education Sweet Home CSD

**September 30, 2025
By Denise Kolber, ICA
(Dkolber@Sweethomeschooldistrict.org)**

To: Board of Education
From: Denise Kolber/ICA
Date: September 30, 2025

I hereby certify that I have audited the below noted claims for the month of August. 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>FUND</u>	<u>DATE</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
A	1-Aug	124250	\$10,000
	13-Aug	124251-124292	\$332,659
	13-Aug	124293-124305	\$146,253
	13-Aug	124306-124308	\$545
	13-Aug	124309-124390	\$216,673
	22-Aug	124391-124410	\$2,025
	29-Aug	124411-124412	\$20,689
	29-Aug	124413-124415	\$12,345
	29-Aug	124416	\$599
		Total A Fund	\$741,788
C	13-Aug	191807-191813	\$18,488
F	13-Aug	141391-141401	\$48,311
		Total All Funds	\$808,586

Claims Audit Report To Clarence School Board

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