

ICA Report to Board of Education Sweet Home CSD

**January 10, 2025
By Denise Kolber, ICA
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To: Board of Education
From: Denise Kolber/ICA
Date: January 10, 2025

I hereby certify that I have audited the below noted claims for the month of November. 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	5-Nov	125050-125162	\$439,282
	5-Nov	125163-125164	\$858
	5-Nov	125165	\$94,955
	5-Nov	ACH	\$462
	17-Nov	ACH	\$4,893
	19-Nov	125166-125203	\$1,874,249
	19-Nov	125204-125320	\$899,080
	19-Nov	125321-125322	\$396
	19-Nov	ACH	\$33,467
	19-Nov	125323	\$550
	19-Nov	125324	\$42
		Total A Fund	\$3,348,234

F	5-Nov	141506-141511	\$7,567
	19-Nov	141512	\$33,450
	19-Nov	141513-141519	\$6,557
		Total F Fund	\$47,574
H	19-Nov	180656	\$1,000
		Total H Fund	\$1,000
C	5-Nov	191856-191864	\$143,168
	19-Nov	191865-191869	\$26,499
		Total C Fund	\$169,667
		Total All Funds	\$3,566,475

Claims Audit Report To Clarence School Board

Sweet Home Exceptions Audit Report 11/2025						
<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>
No exceptions noted						

Claims Audit Report To Clarence School Board

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