

ICA Report to Board of Education Sweet Home CSD

**March 11, 2026
By Denise Kolber, ICA
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To: Board of Education
 From: Denise Kolber/ICA
 Date: March 11, 2026

I hereby certify that I have audited the below noted claims for the month of February. 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	11-Feb	125821-125856	\$564,413
	11-Feb	125857-125965	\$659,137
	11-Feb	125966-125971	\$4,632
	12-Feb	125972-125973	\$15,960
	20-Feb	125974-1259787	\$522
	25-Feb	125979-125996	\$170,010
	25-Feb	125997-126067	\$1,612,835
	25-Feb	ACH	\$8,025
		Total A Fund	\$3,035,534
F	11-Feb	141546-141550	\$2,128
	25-Feb	ACH	\$583
		Total F Fund	\$2,711

H	11-Feb	180660	\$1,000
		Total H Fund	\$1,000
C	1-Feb	191905-191906	\$94
	1-Feb	191907-191914	\$102,057
	25-Feb	191915-191921	\$16,354
		TOTAL C FUND	\$118,505
		Total All Funds	\$3,157,750

