

**Sovereign Community School On-Site Visit
Monday, January 23, 2023**

Payroll

- List of all current and former employees (FY23)
 - Employee Earnings report for every employee (from MAS)
 - Employee Contracts
- List of all outside contracted workers (FY23) and copies of contract

Purchase Orders

- List of Purchase Orders for FY23
- Outstanding invoices/obligations
- Outstanding claims and contracts as of June 30, 2022
- Line of Credit updated documents
- SFS loan information
- Any other obligations outside of traditional operations
- Lease agreement and insurance
- Credit Card Information
- Donation account
- Purchasing Procedures process documentation

Treasurer Statement

- Warrant Register all funds for FY23
- Receipt Register all funds for F23
- Fund Balance all funds for FY23
- Monthly Reconciliation Ledger
 - List of purchased warrants by fund and month for FY23
 - List of outstanding warrants by fund and month for FY23
- Reports given to the BOE
- Signature stamp

Surety Bond Information

- Superintendent
- Treasurer
- Encumbrance Clerk
- Activity Fund Custodian
- Minutes Clerk