**SUWANNEE COUNTY SCHOOL BOARD**

**AUDIT EXCEPTION REPORT**

**SCHOOL**:

**MONTH/YEAR**:

We attest that, with the exception of the following instances, the monthly principal’s reports are consistent with generally accepted accounting principles and guidelines.

**Audit Exception # of Instances Occurred**

Purchasing Procedures

 Purchase order issued after the fact

 No purchase order prepared

Acknowledgement of Receipt of Merchandise

Incomplete Voucher Package

 Missing or Inaccurate Invoices

Required Bid Procedures Not Followed

Absence of Dual Signatures on Checks

Cash Deposit Procedures

 Monies collected not remitted to the bookkeeper

 timely

Other (Specify)

Action Taken to Remedy Audit Exception(s):

Bookkeeper Signature Date

Principal Signature Date