

**SCHOOL ACTIVITY FUND**

**MONTHLY REPORTS**

**APPROVAL/CHECKLIST**

**School Name:** \_\_\_\_\_

**Month/Year:** \_\_\_\_\_

**\*\*\*\*Please note that the reconciliation report is not required to be included however it must be reviewed, approved, and maintained at the school. Please initial ALL items as being reviewed and approved.\*\*\*\***

<b>Report / Statement</b>	<b>Included</b>	<b>Principal Reviewed &amp; Approved</b>	<b>Secretary or Bookkeeper Reviewed</b>
Bank Reconciliation Report			
General Ledger Report			
List of Outstanding Checks			
Journal Adjustments			
Bank Statement (check images do not need to be sent to School Acct.)			
Images of Cleared Checks	(Optional)		
Bank Statement – Savings Account (if applicable)			
Investment Account Statement (if applicable)			
Reconciliation Report	*****		
Breakdown of NSF Clearing Account			