

Monthly School Checklist

Due on the 15th of the Month

Date: _____

Month: _____

School: _____

Year: _____

- 1. Check book balance (Sr. - \$50K, Jr. - \$30K, Elem. - \$10K)
Fund 10 cash + Fund 30 cash _____
- 2. Number of checks outstanding greater than 6 months
(When checks reach 6 months old follow-up to see why they have not been cashed. Do one of the following: Re-issue check where appropriate, Void check where appropriate, Send voided amount to District for "Unclaimed Property.") _____
- 3. Number of PO's outstanding greater than 6 months _____
- 4. Number of NSF checks outstanding greater than 6 months _____
- 5. Has collection agency's NSF report been reconciled to the Balance Sheet? _____
- 6. Does the NSF check list agree with the Balance Sheet? _____
- 7. Is District textbook fees reimbursement current?
90% due in October, balance due at end of year _____
- 8. Is District Driver Ed. fees reimbursement current?
Due Oct, Jan, Jun. _____
- 9. Is District 8100 account reimbursement current? – Monthly
Due last school day of the month _____
- 10. Are other District payables current?
(Vandalism, Athletic Trainer, etc) _____
- 11. Last date student accounts receivable statements sent _____
- 12. Last date student accounts sent to the collection agency _____
- 13. Have the sales taxes been paid? _____
- 14. Has the principal approved all journal entries charged to the bank account? _____
- 15. Have TES fund 30 accounts been reconciled to District Reports? _____
- 16. District Reimbursement Account Reconciliation
Total District cash account (fund 30 cash) _____
Total District Reimbursement Request _____
Variance _____
Variance Explanation: _____
- 17. Has the Bank Statement been reviewed, initialed and dated by the principal? _____
- 18. Have the following reports been reviewed with the principal?
Bank Statement _____
Bank Reconciliation Report _____
Balance Sheet, Principals Activity Report _____
Journal Entries _____
- 19. Attach the following reports:
 - 1. Balance Sheet
 - 2. Bank Statement (Signed and dated by principal)
 - 3. Bank Reconciliation Report
 - 4. Check register with school purchasing authorizations for purchases over \$500.00
 - 5. Purchase Card summary and detail reports with purchasing authorizations for purchases over \$500.00

Prepared By _____

Approved By School Administration _____