

MONTHLY FINANCIAL REPORT CHECKLIST

School _____

Month _____

Reports Submitted

1. MONTHLY FINANCIAL REPORT CHECKLIST
2. Copy of Bank Reconciliation Sheet (Outstanding Check/Dep in Transit Report)
3. Copy of Bank Statement
4. Balance Sheet (Panel F605, Report FB158)
5. Copy of NSF Checklist
6. Project Balance Report (Panel F901, Report FB720)
7. Statement of Revenue, Expenses and Fund Balance (F901, Report FB721)
8. Monthly Warrant Register (Panel F901, Report FB726)
9. Monthly Deposit Register (Panel F901, Report FB727)
10. Monthly Journal Entry Register (Panel F901, Report FB728)
11. Bank Activity Detail (Panel A203, Report AB307)
12. Bank Activity Detail (Panel A203, Report AB307 Outstanding Checks)
13. Lost & Damaged Textbook Collections (Check Attached)
14. Student Activity Fee Collection

Type the number of students & the amount collected for the current month only

15. Due to the District check for P-Card

Yes	No
# of Students	Amount Collected

Statement Checks

1. Net Transfer = 0 (JE Report - Obj 999=Obj 900)
2. Current Balance on Monthly Bank Activity (AB307) = Cash on Demand on the Balance Sheet (FB158)
3. Cash on Demand on the Balance Sheet = Bank Reconciliation
4. Balance on Accounts Receivable Spreadsheet = GL 1130 on Balance Sheet (FB158)
5. Check for Lost & Damaged Textbooks should = GL 2131 Activity for the Month

Bookkeeper _____ Date _____
School Use Only School Use Only

Principal _____ Date _____

School Use Only School Use Only

Reviewed By _____ Date _____

Finance District Office Use Only