

Internal Funds Monthly Report Checklist

(Month) \_\_\_\_\_

The following reports in the order listed are attached to Skyward:

Initials

1. Regions P-Card Statement & Account Ledger for L-2121.15  
showing matching of items (*both signed by principal*)

2. Bank Reconciliation *Detail* Report (*signed by secretary/bookkeeper and principal*)

3. Bank Statement (*signed by the principal/upload all pages including any blank pages*)

4. Journal Entry Report (*signed by principal*)

5. Account Ledger Report - Summary (*signed by principal*)

6. Monthly Log Report (*Initialed by teachers*)

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Secretary/Bookkeeper Signature

\_\_\_\_\_  
Date