

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 (<i>both signed by principal</i>) | <input type="text"/> |
| 2. Bank Reconciliation <i>Detail</i> Report (<i>signed by secretary/bookkeeper and principal</i>) | <input type="text"/> |
| 3. Bank Statement (<i>all pages including any blank pages</i>) | <input type="text"/> |
| 4. Journal Entry Report (<i>signed by principal</i>) | <input type="text"/> |
| 5. Account Ledger Report - Summary (<i>signed by principal</i>) | <input type="text"/> |
| 6. Monthly Log Report (<i>Initialed by Teachers</i>) | <input type="text"/> |

Secretary/Bookkeeper Signature

Date