

MONTHLY LOG REPORT:

This document is used to provide evidence that all account sponsors are given a monthly general ledger report of their account to review for accuracy and completeness. This document should be available for audit.

TO CREATE:

Using Excel, create columns using the following as titles across the top of the spreadsheet:

- Account Number/Description
- Teacher/Sponsor Name
- Twelve calendar months in separate columns

Using your Chart of Accounts, fill in the first two columns with the appropriate data. Include all accounts with a balance.

Format each column and row with border lines to create a grid.

ACTION:

Each month, print and distribute a general ledger report (Account Ledger Report out of Skyward) for all accounts with a balance (including those with no activity).

Each box should be initialed by the account sponsor/teacher indicating they have reviewed their account activity for accuracy and completeness.

Indicate on the Monthly Log Report any inactive accounts (those with zero balances) by writing "inactive" across the row.

Update/edit the document as needed - add new account(s) to or delete closed account(s) from the Monthly Log Report when making changes to the Chart of Accounts and as account sponsors change.

See EXAMPLE

Example - Monthly Log Report

2011-2012 Account Snapshot Report Verification

Account Number/Description	Teacher/Sponsor Name	July	August	September	October	November	December	January	February	March	April	May	June
A-1005.000 Athletics	Davdi Venetozzi	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1010.000 Baseball	Greg Blackmon	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB
A-1035.000 Basketball - Boys	Pat Thomas C. Wong C. W. Thomas C. W. Thomas	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA
A-1040.000 Basketball - Girls	E. Rackman Victoria Guy	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB
A-1050.000 Cross Country	Pat Thomas	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC
A-1070.000 Football	Brad Nauggatz Pat Rieby	FC	FC	FC	FC	FC	FC	FC	FC	FC	FC	FC	FC
A-1093.000 Golf - Boys	Tom Bayd David Venetozzi	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
A-1095.000 Golf - Girls	Melinda Wyatt	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
A-1145.000 Soccer - Boys	Ursula Lamontagne	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN
A-1150.000 Soccer - Girls	Tony Cage	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN
A-1160.000 Softball	Melinda Wyatt	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN
A-1180.000 Swim	Tristan Peacock	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
A-1200.000 Tennis	Davi Bonucchi	TP	TP	TP	TP	TP	TP	TP	TP	TP	TP	TP	TP
A-1230.000 Track	Jessie Truel	TR	TR	TR	TR	TR	TR	TR	TR	TR	TR	TR	TR
A-1240.000 Volleyball	Erika Burkett	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB
A-1261.000 Weightlifting - Boys	Bobby Reyes	WB	WB	WB	WB	WB	WB	WB	WB	WB	WB	WB	WB
A-1262.000 Weightlifting - Girls	Frank Williamson	WB	WB	WB	WB	WB	WB	WB	WB	WB	WB	WB	WB
A-1280.000 Wrestling	Aaron Telatovich	WR	WR	WR	WR	WR	WR	WR	WR	WR	WR	WR	WR
B-2010.000 Band	Nike Philley	BN	BN	BN	BN	BN	BN	BN	BN	BN	BN	BN	BN
B-2020.000 Chorus	Nelissa Gilbert	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH
B-2030.000 Orchestra/Sings	Catherine McConnell	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH

A1225 Boys Track T. Huggins