

## Internal Funds Monthly Report Checklist

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

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

Initials

- |  |             |
|--|-------------|
| 1. Regions P-Card Statement "Corporate Summary" & L2121.15 Account Ledger Report showing matching of items and balance ( <i>both signed by principal</i> ) | <div></div> |
| 2. Bank Reconciliation <i>Detail</i> Report ( <i>signed by secretary/bookkeeper and principal</i> )  | <div></div> |
| 3. Bank Statement ( <i>signed by the principal/upload all pages including any blank pages</i> )  | <div></div> |
| 4. Journal Entry Report ( <i>signed by principal</i> )   | <div></div> |
| 5. Account Ledger Report - Summary ( <i>signed by principal</i> )  | <div></div> |
| 6. Monthly Log Report ( <i>Initialed by teachers</i> )   | <div></div> |

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Secretary/Bookkeeper Signature

\_\_\_\_\_  
Date