

Financial Reports Cover Sheet

SCHOOL NAME _____

REPORTING PERIOD _____

The following documents are attached:

- Financial reports cover sheet
- Bank reconciliation from SFO (with principal signature)
- Receipts and Disbursements report
- Complete bank statements for all accounts (checking, savings, money market, etc.)
- Copies of cancelled checks (due by the 15th)
- List of outstanding checks (notes on anything outstanding over 60 days)
- Open PO report from SFO (notes on anything outstanding over 30 days)
- Open PO report from LINQ (notes on anything outstanding over 30 days)
- Summary of credit cards (if none, send summary with None written in)
- Donation tracking forms (if none, send form with None written in)
- Date emailed _____ (due on 10th of each month)

Treasurer Signature

Finance Department Use

- Financial reports cover sheet
- Bank reconciliation from SFO
- Receipts and Disbursements report
- Complete bank statements for all accounts
- Copies of cancelled checks
- List of outstanding checks
- Open PO Report from SFO
- Open PO report from LINQ
- Summary of credit cards
- Donation tracking forms
- Received date stamped on cover sheet

Finance Verification Signature