



Administrative Form 3519
**STUDENT ACTIVITY FUNDS –
 PRINCIPAL'S MONTHLY CHECKLIST**

School Name _____

Month/year of report _____

		Yes	No	Notes
1.	Did you receive the bank statement unopened or did you download the bank statement from your financial institution?			

Examine Each Check or Imaged Check Copy

2.	Are any erasures or alterations noted on the checks or imaged copies?			
3.	Are signatures on checks appropriate?			
4.	Does the endorsement on the back of the check match the payee's name? (Lack of endorsement does not = mismatch.)			

Examine the Bank Statement

5.	Is there at least one bank deposit per week? If no, why not?			
6.	Are there any unusual bank adjustments?			
7.	After giving the bank statement to the bookkeeper, did you receive the Reconciliation Report back in a timely fashion?			
8.	Did you receive an Account Analysis Report – Summary with Encumbrances?			

Examine the Bank Reconciliation Report

9.	On Page 1, of the Bank Reconciliation Report does the "Opening Bank Statement Balance" match the Opening Balance reflected on the Bank Statement? Does the "Calculated Bank Balance" match the Ending Balance on the Bank Statement?			
10.	Does the "Calculated Book Balance" on the Bank Recon. Report correspond to the "Actual Balance" of account #10-00-0001 (Cash - Checking Account) reflected on the "Account Analysis Report - Summary With Encumbrances"?			
11.	Are there any unexplained or unusual items on the Bank Reconciliation Report?			
12.	Did you sign/initial the Bank Reconciliation Report as reviewed?			

Examine the Account Analysis Report – Summary with Encumbrances

13.	The "Actual Balance" of Account # 10-00-0001 (Checking Account Balance)			
14.	If the checking account balance is greater than \$100,000, was a transfer to savings or the investment account completed? If no, why not?			
15.	Did you sign/initial the Account Analysis Report as reviewed?			
16.	Was a copy of the Bank Reconciliation Report and Account Analysis Report sent to the Office of Business and Finance within 30 days of the month end?			
17.	Did you ask at least on Activity Advisor if they received a monthly Detailed Account Analysis Report from the bookkeeper/secretary?			

Cash on Hand

18.	Have all change funds and petty cash been reconciled to their respective imprest amounts during the current month?			
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Principal signature _____

Date _____

Include this form with the monthly reports submitted to the Office of Business and Finance.