

- 1. INVOICES BY VENDOR REPORT
 Review transfers out - coded to object code 923 \$ _____
 Review transportation-coded to object code 391 \$ _____
 Verify that these totals match accounting invoice and transportation billing
 Madison City Schools should be the only vendors

- 2. COPY OF BANK STATEMENT
Signed by principal

- 3. RECONCILIATION REPORT
 In balance
 Statement ending balance on bank reconciliation matches bank statement ending balance
Signed by principal

\$ _____	Ending book balance		
\$ _____	Change cash (COUNT TO VERIFY AMOUNT/NEED 2 INITIALS FOR BACKUP)		
\$ _____	Receivables	#1	#2
\$ _____	Total assets		

- 4. MONTH TO DATE CHECK REGISTER

- 5. VERIFICATION REPORT
 All categories must be correct and in balance
Signed by principal

- 6. TRIAL BALANCE - BY FUNDING SOURCE
 Run report with class 4-5 (sort order 1)
 Check for credit balance in an expense account
 Check for debit balance in a revenue account

- 7. BALANCE SHEET REPORT
 Run report with cost center (sort order 1)
 Cash Accounts/Total Assets \$ _____
 Matches current MTD balance on Principal's Report
 Interfund receivable should be \$0 if payment has been received and no outstanding loans \$ _____
Signed by principal

- 8. PRINCIPALS REPORT
Signed by principal

\$ _____	Balance beginning of year		
\$ _____	YTD revenue (+)		
\$ _____	YTD expenses (-)		
\$ _____	Current balance (=)		
\$ _____	Total Liabilities from Balance Sheet (Please explain any open payables) (+)		
\$ _____	Principal's Report Balance Including Liabilities (=)		

- 9. CD BALANCES (BOB JONES ONLY)

- 10. LSA MONTHLY FINANCIAL STATEMENT REPORT
 Prints in Excel. Change to portrait and print
Signed by principal

- 11. EXPORT BUDGET/FINANCIAL DATA (DO NOT PRINT)

- 12. ECOPY SIGNED REPORTS TO PHOEBE & NOTIFY THAT FILE HAS BEEN EXPORTED

- 13. WAIT ON APPROVAL FROM PHOEBE BEFORE CLICKING ON THE RECON BUTTON

Totals Must Match

Verify ENC total matches Verification Report Open PO Balance
 Review Principals Report for negative balances/encumbrances

****LSA Monthly Checklist must be completed and turned in by the 3rd of every month****

****Payment for the accounting invoice must be received by Central Office on the 10th of every month****

****Review purchase orders monthly using the Purchase Orders as of Date report (DO NOT PRINT)****