

School _____

Year _____

(Please initial the appropriate boxes, or put "NA")

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Bank Reconciliation signed by principal and Reconciliation to Imprest have been sent to Accounting												
Fund 461 - Reviewed AS400 reports (Campus Activity) Errors are being researched and/or corrected												
Fund 865 - Reviewed AS400 reports (Student Funds) Errors are being researched and/or corrected												
Fund 899 - Reviewed AS400 reports (Agency Funds) Errors are being researched and/or corrected												
Copies of Reports have been distributed to appropriate campus personnel (sponsors or grant recipients)												
Budget deficits have been corrected												
Stale POs have been researched; results to Accounting												
YEAR END ONLY - Sponsors signed August reports to verify agreement with year-end balances												<input type="checkbox"/>