GENERAL ACTIVITY/STUDENT ACTIVITY
FINANCIAL AUDIT CHECKLIST

SCHOOL:

A. FINANCIAL STATEMENTS/GENERAL:	Complete	In Progress	N/A
1. Bank accounts reconciled monthly. Reports sent to Business Office along with the bank statements as audit on a timely basis (by the end of the following month)			
2. No new accounts were established without Business Office approval.			
3. Reimbursement Account at $ by year end less outstanding.			
4. Periodic financial statements of budgeted and actual revenues and expenditures were prepared and submitted to the appropriate administrators. Inflow/outflow reports as requested.			
5. A list of Student Activity advisors sent to Business Office by October 1 of the school year.			
6. Persons involved with S/A funds have read Policy # 6610, signed the policy sign off sheet stating that they have read Policy # 6610 and have sent to Business Office.			
7. Petty Cash balanced.			
8. No personal checks were cashed.			
9. Accounts inactive after 12 consecutive months followed up or terminated			

B. RECEIPTS:	Complete	In Progress	N/A
1. "Deposit Request" forms signed & submitted to school bookkeeper?			
2. Bookkeeper provides advisor with receipt—if not, signed and filed.			
3. Cash and checks received by teacher/advisor given to bookkeeper promptly when received.			
4. Details as to the number of items receipted and the unit price per item are included in the receipt, if applicable.			
5. Cash is deposited in safe or bank on a daily basis (not in desk drawers!).			
6. No monies are disbursed from undeposited receipts.			
7. Receipts are being credited to the proper activity account.			
8 School fees collected are turned over to the business office on a timely basis and recorded in Infinite Campus correctly			

C. DISBURSEMENTS:	Complete	In Progress	N/A
1. "Check Request" form is used for expenditure requests signed by principal and/or advisor.			
2. Voided checks are retained.			
3. Cash expenditures are supported by a vendor's invoice, a notation indicating receipt of materials or services, and authenticated purchase orders if required.			
4. Disbursements by check are properly signed (by bookkeeper and designee) and are in agreement with the information recorded in the journal. No signature stamps.			
5. Disbursements from petty cash are properly supported by vouchers or receipts and are reimbursed by year end.			
6. Distribution of cash expenditures is being correctly charged to the proper accounts.			
7. No checks written to cash.			
8. No employee/advisor reimbursements.			

D. SALES & ACTIVITIES:	Complete	In Progress	N/A

1. Revenue-producing activities are in accordance with those approved by the school district.			
2. Adequate control is exercised by supervisory personnel over student fund-raising activities to ensure that such activities are in keeping with the intent of the program.			
3. All records of sales such as receipt books and register tapes are reconciled to the cashier's receipt for monies received.			
4. Student store inventories are reviewed regularly to determine propriety as to character and quantities.			
5. Revenue and expenditure statements for the student store are reviewed periodically by principal or designee.			
6. Completed meeting minutes by the student council or other activity groups are prepared on a timely basis and properly reflect approval of activity expenditures.			

E. PURCHASES:

	Complete	In Progress	N/A
1. Items of purchase are in accordance with the intentions of the student program and they are reflected in the minutes or activity fund records.			
2. Associated student body monies are spent only to enhance the welfare of the general student body and not to benefit any individual.			
3. Business Office was notified of equipment purchases over $1000 for inventory and insurance purposes.			
4. Purchases of individual items over $2500 had prior approval from the Business Office.			
5. Contractual obligations were properly authorized and kept within established limits. (i.e. contracts on file)			
6. Proper controls exist to prevent negative balances			
7. Timely payments were made on all purchases on account.			

F. MISCELLANEOUS:

	Complete	In Progress	N/A
1. NSF process in place and procedures are followed.			

_____
Signature, School Bookkeeper

_____
Signature, School Principal

_____
Signature, Administrative Asst, Business Office

_____
Signature, Director of Business Services

_____
Date