

SCHOOL NAME _____

Financial Reports Cover Sheet

REPORTING PERIOD _____

The following documents are attached:

- Financial Reports Cover Sheet
- Bank Reconciliation from SFO
- 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
- Open PO Report
- Summary of credit cards (if none, send summary 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
- Summary of credit cards
- Received date stamped on Report

Finance Verification Signature