

# Covington County Board of Education

## Monthly Checklist for Local Schools

School: \_\_\_\_\_ Calendar Month/Year: \_\_\_\_\_

**REMEMBER - ONLY RUN REPORTS FOR MONTH YOU ARE BALANCING**

The only reports that need to be printed are the Principals Report, Bank Reconciliation and Central Office Fund Report

- \_\_\_\_\_ Cash Report (#1)
- \_\_\_\_\_ Trial Balance Reports (Select By GL Component)
  - \_\_\_\_\_ Class-Func Code.....:3-0341 to 3-0341 by Sfund (#3)
  - \_\_\_\_\_ Class.....: 1 to 2 & 4 to 5 - Review for negative balances
  - (Class 1 & 5 should have Debit Balances; 2 & 4 should have Credit Balances)
- \_\_\_\_\_ YTD Open Purchase Order Report (put total open PO amount on chart below - #4)
  - (Pos As of Date Selected Report, by Sfund)
- \_\_\_\_\_ Verification Report - Run report checked (put encumbrance amount on chart below - #5)
- \_\_\_\_\_ Bank Reconciliation Report (Signed by Principal)
  - (Put adjusted statement balance from reconciliation report on chart below - #2)
- \_\_\_\_\_ Bank Statement (Signed by Principal)
- \_\_\_\_\_ Principal's Report (Signed by Principal)
  - (Review for negative activity balances and explain/send plan of action to correct; remember, you cannot move money from public to non-public activities) (put encumbrance amount on chart below - #6)
- \_\_\_\_\_ FUND Report for Central Office Funds (Signed by Principal)
- \_\_\_\_\_ Export file and send email to CSFO
- \_\_\_\_\_ Copy of Signed Principals Report, Bank Reconciliation Report, Bank Statement, and FUND Report to Central Office.

**This checklist will serve as the cover sheet for your reports.**

**Due by the 10th of following month**

Date Completed: \_\_\_\_\_ Bookkeeper: \_\_\_\_\_

**Reconciliation Chart**

<p>Cash balance from Cash Report</p> <p>Adjusted statement balance from bank reconciliation</p> <p>(Combine if more than one account)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><b>#1</b></td> <td style="width: 65%; border-bottom: 1px solid black;"></td> <td rowspan="2" style="width: 30%; vertical-align: middle; padding-left: 10px;"><b>These two amounts must be the same.</b></td> </tr> <tr> <td style="text-align: center;"><b>#2</b></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	<b>#1</b>		<b>These two amounts must be the same.</b>	<b>#2</b>	
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<b>#2</b>						

<p>Total Encumbrance amount from Trial Balance (3-0341)</p> <p>Total from Open Purchase Order Report</p> <p>Total Encumbrance amount on Verification Report</p> <p>Total Encumbrance amount from Principal's Report</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><b>#3</b></td> <td style="width: 65%; border-bottom: 1px solid black;"></td> <td rowspan="4" style="width: 30%; vertical-align: middle; padding-left: 10px;"><b>All four of these amounts must be the same.</b></td> </tr> <tr> <td style="text-align: center;"><b>#4</b></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;"><b>#5</b></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;"><b>#6</b></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	<b>#3</b>		<b>All four of these amounts must be the same.</b>	<b>#4</b>		<b>#5</b>		<b>#6</b>	
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