

Year End Reports Cover Sheet

Received: _____

Please submit these reports to Budget/Bookkeeping, in the order requested, stapled to this coversheet by July 15.

School Name: _____

Cost Center #: _____

INCLUDED	NOT APPLICABLE		COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Copy of June Money Market Statements (1115XXXX)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of June Savings Account Statements (1115XXXX)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Certificates of Deposits held on June 30th (1116XXXX)	_____
<input type="checkbox"/>	<input type="checkbox"/>	School Store Inventory	_____
<input type="checkbox"/>	<input type="checkbox"/>	Accounts Payable Report	_____
<input type="checkbox"/>	<input type="checkbox"/>	Accounts Receivable Report (Copy of June 30th report)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Concession Stand Inventory	_____
<input type="checkbox"/>	<input type="checkbox"/>	Textbook Inventory- Adult Centers Only	_____
<input type="checkbox"/>	<input type="checkbox"/>	Year End Ticket - Wristband Inventory	_____
<input type="checkbox"/>	<input type="checkbox"/>	Updated Customized Chart of Accounts	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bookkeeper Back Up Information	_____

Due to District invoices are paid thru: _____