

Year End Reports Cover Sheet

Received: _____

Please scan these reports, in the order requested, then email to:

bookkeeperresource@pasco.k12.fl.us.

The completed packet is due July 18.

School Name: _____ **Cost Center #:** _____

INCLUDED	N/A		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 Deposit held on June 30th (1116XXXX)	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of June 30th Accounts Receivable Report	
<input type="checkbox"/>	<input type="checkbox"/>	Concession Stand Inventory	
<input type="checkbox"/>	<input type="checkbox"/>	Due to District Outstanding Balance Report	
<input type="checkbox"/>	<input type="checkbox"/>	Open Purchase Order Report	
<input type="checkbox"/>	<input type="checkbox"/>	School Store Inventory	
<input type="checkbox"/>	<input type="checkbox"/>	Textbook Inventory - (JIEC and MTC only)	
<input type="checkbox"/>	<input type="checkbox"/>	Year End Ticket/Wristband Inventory	

Updated Customized Chart of Accounts _____

Please scan and email separately labeled "Chart of Accounts"

Updated Bookkeeper Back Up Information _____

Submit only if there has been a change from last year.

Please scan and email separately labeled "Bookkeeper Back Up"