

School Audit Checklist

ELEMENTARY AND MIDDLE SCHOOLS

1. Checkbook (complete with running balance)
2. Names of authorized check signers (2 signatures, one must be the principal)
3. Monthly bank statements
4. Monthly bank account reconciliation sheets
5. Cancelled checks with appropriate backup (i.e. receipts, vendor invoices, etc.)
6. Bank deposit slips (reviewed for timeliness)
7. Purchases over \$1,000 per item must adhere to the District's purchasing procedure
8. Supporting backup for money received (i.e. ticket sales report, sales log)
9. Student Activity Ledger
10. Items #5 and #6 should be filed with the Student Activity Ledger
11. Student Activity Ledger and bank reconciliations (latest copies) should be forwarded to Fiscal Control Office at the end of each month for middle schools and each quarter for elementary schools
12. Trust Funds must remain in compliance with the stated guidelines