

Forms

Information Summary, Document Checklist and Questions

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Organization

First year: July 1, 20XX - June 30, 20XX

School Name: _____

Principal: _____

ASB Bookkeeper: _____

ASB Advisor: _____

ASB Approved by Board of Education Date _____

	Yes	No
ASB consultation & bylaws?	<input type="checkbox"/>	<input type="checkbox"/>
Trust account charter & constitution - all trust accounts?	<input type="checkbox"/>	<input type="checkbox"/>
Fund raising activities agree with district policy?	<input type="checkbox"/>	<input type="checkbox"/>

Financial & Accounting

Accounting software name: _____

Accounting software version: _____

Approved annual budget? Yes No

Financial Statements

Submitted monthly to district office? Yes No

Provided monthly to each club/trust? Yes No

Bank Statements

Reconciled monthly? Yes No

Reviewed & approved? Yes No

	Yes	No
<i>Suspense/ Clearing Accounts</i>		
Reconciled monthly?	<input type="checkbox"/>	<input type="checkbox"/>
All transactions are properly approved?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Annual Budget</i>		
Prepared?	<input type="checkbox"/>	<input type="checkbox"/>
Approved?	<input type="checkbox"/>	<input type="checkbox"/>
Budget vs. actual results compared?	<input type="checkbox"/>	<input type="checkbox"/>
Minutes		
Minutes are prepared for every meeting?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Minutes Authorize</i>		
Fund-raising?	<input type="checkbox"/>	<input type="checkbox"/>
Purchases?	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of clubs?	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Sales and Purchases		
Fund-raising cash boxes checked in/out?	<input type="checkbox"/>	<input type="checkbox"/>
Starting/ending cash reconciled?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Revenue projection for fund raising activities and other events</i>		
Approved?	<input type="checkbox"/>	<input type="checkbox"/>
Completed?	<input type="checkbox"/>	<input type="checkbox"/>
Signed off?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ticket control, dance, etc.</i>		
Approved?	<input type="checkbox"/>	<input type="checkbox"/>
Completed?	<input type="checkbox"/>	<input type="checkbox"/>
Signed off?	<input type="checkbox"/>	<input type="checkbox"/>

Yes **No**

Student store inventory

Inventory performed regularly?

Purchases

Purchase order prepared?
Purchase order pre-approved?
Received goods reconciled?
W-9 received and signed prior to payments sent?

Year End

Electronic Backup

Accounting program data?
Spreadsheets and other electronic data?
Backup copy documented and stored safely?

Listings Printed

Accounts receivable?
Accounts payable?
Student store inventory?