Internal Funds Monthly Report Checklist

(Month) _____

The following reports in the order listed are attached to Skyward:

	Initials
1. Bank Reconciliation *Detail* Report *(signed by secretary/bookkeeper and principal)*	
2. Bank Statement *(all pages including any blank pages)*	
3. Journal Entry Report *(signed by principal)*	
4. Account Ledger Report - Summary *(signed by principal)*	
5. Monthly Log Report	

_____ _____

Secretary/Bookkeeper Signature Date