

Monthly School Financial Statement Review Verification Form

School Name:

Month, Year:

Principal

Printed

Name:

Signature:

I have reviewed the following financial reports and information.

SFO:

- Bank statement for checking account**
- Bank statement for savings account/s
- Bank Reconciliation**
- Deposit in Transit**
- Outstanding Checks**
- Cleared Checks**
- Receipt Register
- Check Register
- Journal Entry Register**
- Open P. O. Report**
- Trial Balance
- Receipts and Disbursements Detail**
- Fund Raiser Profit and Loss Statement (run after completion of event)

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WVEIS Reports

- School Allocation Summary Report**
- Step 7 Extended Day Allocation Report**
- Outstanding Encumbrance Listing**
- Negative Balances have been Explained/Resolved**

Support Organization (Outside the School)

- Meeting Minutes**
- Bank Statement**
- Bank Reconciliation**
- Deposits In Transit**
- Outstanding Checks**
- Receipt Register**
- Check Register**
- Journal Entry Register**
- Open P. O. Report**
- Trial Balance**
- Receipts and Disbursements Detail**
- Fund Raiser Profit and Loss Statement (run after completion of event)**