



**SCHOOL ACTIVITY FUNDS
(SAF15) MONTHLY REPORTS
APPROVAL / CHECKLIST**

School Name: _____

Month/Year: _____

*****Please note that the detailed reconciliation report should not be included in this packet. It must be reviewed, approved, and maintained at the school. Please initial ALL items as being reviewed and approved.*****

Report / Statement	Included	Principal Reviewed & Approved	Secretary or Bookkeeper Reviewed
Bank Reconciliation Report			
General Ledger Report (Summary)			
List of Outstanding Checks (w/ Stale Dated Letter Sent Dates and/or			
Journal Adjustments			
Bank Statement- Savings and Checking			
Images of Cleared Checks (if included with bank statement)			
Online School Payment report (if applicable)			
Investment Account Statement (if applicable)			
Breakdown of NSF Clearing Account (Each check in Acct 101 must be cleared after 45 days)-Use NSF breakdown excel spreadsheet initialed by principal.			
Reconciliation Report	Review only- do not		
1099 Report	Review checks issued this month to ensure 1099 reportable payments have been identified and are included on the 1099 report		
Vendor List	Review checks issued to vendors this month to ensure all information has been updated. (i.e. address, phone number, tax id)		

