

LL 126817

MONTH END FINANCIAL REPORTS

School funds are included in the Audited Consolidated Division Financial Statements. Month End Financial Reports must be completed monthly and forwarded on to the Assistant Secretary-Treasurer on a timely basis.

The following reports must be forwarded to the Assistant Secretary-Treasurer on a monthly basis:

- 1) Electronic Copy Only
 - Bank Reconciliation
 - Fund Ledger Reconciliation
 - Fund Account Statement
 - Deposit Listing
 - Detail Cheque Listing
- 2) Hard Copy Only
 - Bank Statement (signed by Principal)
 - Internal Control Form (signed by Principal)

Former DID-R-5

ADOPTED	REVIEWED	REVISED	PAGE
Dd/Mth/Yr		12/Jun/12	1 of 1
Motion		Motion 10-03-12	