

**Student Body Records Check Sheet  
May 2023**

Name of School \_\_\_\_\_ Date \_\_\_\_\_

**The following items are completed and included in the Student Body Records for 2022/2023:**

<input type="checkbox"/> Copy of club constitutions or charters.
<input type="checkbox"/> <b>Cash Count</b> sheets with bank deposit slips and tally sheet or daily sales form.
<input type="checkbox"/> Prenumbered receipt book that <b>must agree</b> with the deposits made during the year.
<input type="checkbox"/> Master Ticket Log
<input type="checkbox"/> Check book
<input type="checkbox"/> Student Body Minutes showing authorization and approval of expenditures with approved <b>treasurer reports attached.</b>
<input type="checkbox"/> All Bank Statements, with reconciliations attached, <b>approved by Principal, signed and dated for complete</b> year-to-date, 07/01/22 to 04/30/23. (Reconciled to check book and journal balance) we will receive 05/23 bank statements in June.
<input type="checkbox"/> Inventory Count Sheet. (For students store and fundraising supplies)
<input type="checkbox"/> Approved Purchase Order Forms.
<input type="checkbox"/> Check Requests with attached invoices.
<input type="checkbox"/> Analysis of Potential Revenue for all fundraising activities held during the year.
<input type="checkbox"/> ASB Authorization Form (check Fiscal Services "Year End Forms" Link)
<input type="checkbox"/> Online Access to Bank Account <b>Username:</b> <b>Password:</b>
<input type="checkbox"/> Zachariah Figueroa added as a signor on Account
<input type="checkbox"/> <b>We did not have any Student Body Fund activity during the school year 2022/2023</b>

**Name(s) to contact during summer (if needed):**

Name \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_

Principals Signature \_\_\_\_\_ Date \_\_\_\_\_