

**Student Body Records Check Sheet
May 2024**

Name of School _____ Date _____

The following items are completed and included in the Student Body Binder for 2023/2024:

<input type="checkbox"/> Copy of club constitutions or charters.
<input type="checkbox"/> Cash Count sheets with bank deposit slips and tally sheet or daily sales form.
<input type="checkbox"/> Prenumbered receipt book that must agree 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 treasurer reports attached.
<input type="checkbox"/> All Bank Statements, with reconciliations attached, approved by Principal, signed and dated for complete year-to-date, 07/01/23 to 04/30/24. (Reconciled to check book and journal balance) we will receive 05/24 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 Username: Password:
<input type="checkbox"/> Jose Arreguin or Zachariah Figueroa added as a signor on Account
<input type="checkbox"/> We did not have any Student Body Fund activity during the school year 2023/2024

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

Name _____ Daytime Phone No. _____

Name _____ Daytime Phone No. _____

Principals Signature _____ Date _____