

### MONTHLY LEDGER REPORTS

By the first of every month, the student activity fund manager will prepare a monthly ledger report for each Activity Fund sub-account. The principal will review and co-sign the report. The monthly ledger reports will include:

1. A detailed listing of all deposits (revenue) made into the sub-account, including the identification of the sources of revenue.
2. A detailed listing of every check written out of the sub-account citing the item or service purchased.

The student activity fund manager will distribute a copy of the monthly ledger reports to:

1. The building principal;
2. The superintendent;
3. The sub-account fund sponsor (only copy of respective sub-account ledger report);
4. The district athletic director (only sub-accounts #020, #030, #130, #150).

The office manager will keep records of:

1. The deposit(s) made into each sub-account
2. A ledger on each sub-accounts either in excel spread sheet or a hard copy
3. All purchase orders and deposits that must accompany the ledger sheet

The superintendent's approval (signature) must be obtained in advance if:

1. A school activity fund expenditure exceeds \$500.00.  
A daily ledger of the sub-account must accompany the purchase request for approval and must have the student activity fund manager's signature.
2. Any school activity fund has open requisitions.

In addition to the annual audit, an audit will be conducted any time that a new principal or office manager is assigned to a school or any time there is a new student activity fund manager.