

P-BVUSD PARENT CLUB TREASURER'S REPORTING REQUIREMENTS

Parent Club: _____

Month: _____

Gather the following in this order and have the school secretary send it to Fiscal Services through inter-district mail.

Bank Statement

Check Detail Report

Supporting Check Documentation

- Please staple the check carbons across the top of the *Request for Reimbursement* form. Do not staple the check carbon down the side of the documents. Each check number should be visible in the upper right-hand corner. File the checks in check number order with the lowest number on top.

Deposit Detail Report

Supporting Deposit Documentation

Financial Reports

- Statement of Activity
- Statement of Financial Position

Reconciliation Report

Signed Copy Meeting Minutes

Treasurer's *Monthly* Report

Due by the third Friday of each month to the Fiscal Services Department.