

NORTH KANSAS CITY SCHOOL DISTRICT

VERIFICATION OF SCHOOL FUND RECONCILIATION FOR:

School Name

Verification of the Activities Reconciliation Report for the month of: _____

I have examined activity report GL2027 and agree with all information. (☒ YES / NO ()

If no, please explain. _____

Do you have accounts with negative balances? (☒ YES / NO ()

If yes, please explain. _____

Attach additional documentation if necessary.

Do you have a Petty Cash Fund? (☐ YES / NO ()

If yes, indicate date last reconciled. _____

Are you aware of any undeposited funds in your building? (☐ YES / NO ()

If yes, please explain. _____

Have you provided your sponsors with a monthly detailed printout of their activity fund account for their personal review? (☐ YES / NO ()

Do you have the Sponsors Monthly Report Confirmation (ARC) on file? (☒ YES / NO ()

Date: _____

Building Principal or Activities Director

Administrative Assistant

Please remember that this verification needs to be e-mailed to the accounting dept by the 20th of each month.