

Richmond County School System

Principal's Monthly General Fund Checklist

Month _____ Year _____

Subject Matter	YES	NO
Receipts were issued, and deposits were made intact.		
Monthly Bank Statements and Reconciliations were reviewed and approved by the principal by the 15th of each month.		
Disbursements were documented with receipts/invoices that describe the items purchased.		
Checks were signed with the principal's original signature.		
Advance Checks were pre-approved and documented with receipts/invoices and unused funds were returned.		
Purchases were preapproved using a Payment Authorization Form that was thoroughly completed.		
Deposits were made daily by the principal or designee. (Designee can not be the bookkeeper.)		
Funds were not held in the vault over the weekend and holiday breaks.		
Bid policies and procedures were followed.		
All school expenditures were paid by checks. No cash purchases were made.		
Bills were paid timely.		
All funds were accounted for and have been posted properly.		
All fundraisers were pre-approved by the principal using a Fundraising Financial Report.		
All employee absences should be entered into Frontline or in some cases input from a Certificate of Absence Form.		