Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, CA 93305-4399

Student Body Records Check Sheet
2025 – 2026 School Year

Name of School: _____ Date: _____

The following items are completed and included in the Student Body Binder for 2025-2026:

	Copy of club constitutions or charters.
	Cash Count Sheets with bank deposit slips and tally sheet or daily sales form.
	Prenumbered receipt book that **must agree** with the deposits made during the year.
	Master Ticket Log
	Check book
	Student Body Minutes showing authorization and approval of expenditures with approved **treasurer reports attached.**
	All Bank Statements with reconciliations attached, **approved by Principal, signed and dated for complete year-to-date**, 07/01/25 – 04/30/26. *We will receive May bank statements in June*.
	Inventory Count Sheet (for Student Store and fundraising supplies)
	Approved Purchase Order forms.
	Check Requests with attached invoices.
	Analysis of Potential Revenue for all fundraising activities held during the year.
	Online Access to Bank Account **Username:** **Password:**
	ASB Authorization Form
	Jose Arreguin added as a signor on the account
	We did not have any Student Body Fund activity during the 2025-2026 school year.

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

Name: _____ Daytime Phone No.: _____

Name: _____ Daytime Phone No.: _____

Principal Signature: _____ Date: _____