

Treasurer Checklist Report November (Aug-Oct 2008)

1) Pull at Random 5 General Ledger Entries

Checked: **A) CDW**
 B) Flinn Scientific
 C) Pearson Education
 D) Pitney Bowes
 E) Shurley Grammar

Everything validated, meets with procedural requirements

2) Balance Sheet

*We are working keeping a balanced sheet while coping with a budget decrease.
This situation will need to be watched as the year progresses.*

3) Profit & Loss, Budget vs. Actual

All – 10% variances explained.

This is also affected by a budget shortfall which is causing a continual re-work of the numbers

4) Cash Flow

Appropriate for this time of year. Please refer to Helen's report

5) General Ledger Review

Done. Nothing was out of the ordinary.

6) Contract Review

Checked: **A) Pam Landrum**
 B) Robert Szobody
 C) Jennifer Whittaker

Everything checked out

7) Pull checks over \$1000 to confirm there were 3 bids.

Everything validated with procedures.

8) Reconcile ADP records with the 941

Reviewed everything matches.

9) Additional Comments

Next Treasurer's Checklist February 2009