

LOCAL SCHOOL ACCOUNTING
UTILIZING REPORTS

LOIS STEPHENSON
MARCH 2019

OVERVIEW

- Making reports easier to understand and more informational.
- Tips and Tricks for utilizing reports.

ACTIVITY ACCOUNTS

- **Activity numbers are used in Local School Accounting to separate different pots of money within the school's financial books.**

CAUTION

WHERE WILL THAT ACTIVITY NUMBER
SORT ON REPORTS?

WILL THE DESCRIPTION THAT SHOWS
ON VARIOUS REPORTS BE USER
FRIENDLY?

| COST CENTER | FISCAL PERIOD September 2017 | | | | | | | | | |
|------------------------------------|------------------------------|---------------------|------------------------|---------------------|-------------------------------------|---------------------------|------------|-----------|------------|------|
| | RECEIPTS THIS MONTH | RECEIPTS TO DATE | PAYMENTS THIS MONTH | PAYMENTS TO DATE | BALANCE OPERATION FYS TO DATE | BALANCE CURRENT BUD | ESG | ACT | | |
| 6000 DANCE Activity/Venue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1111 VISA | 0.00 | 41,556.82 | 12,437.22 | 41,556.82 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ****TOTAL** Fee | 0.00 | 41,556.82 | 12,437.22 | 41,556.82 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2016 GENERAL FEES | 15,818.87 | 65,423.32 | 33,169.45 | 88,239.76 | -2,816.44 | 48,489.78 | 43,683.35 | 0.00 | 43,683.35 | 0.00 |
| 2016 IMPROVEMENTS | 40.00 | 29,420.00 | 16,177.15 | 16,177.15 | 4,242.87 | 8,338.82 | 12,581.89 | 0.00 | 12,581.89 | 0.00 |
| 2016 TRANSPORTATION 2017 | 0.00 | 162,882.24 | 0.00 | 89,512.15 | 83,950.18 | 4.81 | 83,844.28 | 5,390.00 | 77,734.29 | 0.00 |
| 2016 LICENSE FEES | 2.00 | 7,831.00 | 0.00 | 1,884.88 | 48.00 | 11,855.00 | 11,755.00 | 0.00 | 11,755.00 | 0.00 |
| 2016 COFFEE BAR - NP | 0.00 | 88.00 | 0.00 | 24.15 | 82.75 | 2,738.87 | 2,881.32 | 0.00 | 2,881.32 | 0.00 |
| 2016 WIND BREAKER ROOM | 0.00 | 182.00 | 0.00 | 15.00 | 177.00 | 15.00 | 182.00 | 0.00 | 182.00 | 0.00 |
| 2140 AUDITORIUM RENTAL FEES/EXPENS | 0.00 | 5,800.00 | 1,697.50 | 2,779.82 | 2,220.88 | 14,882.26 | 16,382.34 | 0.00 | 16,382.34 | 0.00 |
| 2150 GUIDANCE WORKSHOPS | 0.00 | 9,100.00 | 0.00 | 2,500.00 | 6,500.00 | 10,874.17 | 17,374.68 | 0.00 | 17,374.68 | 0.00 |
| 2161 GUIDANCE TERTIARY | 4,280.00 | 140,825.00 | 9,603.21 | 128,420.88 | 16,782.82 | 28,261.11 | 38,864.93 | 81,076.00 | -52,886.97 | 0.00 |
| 2162 GUIDANCE WORKSHOPS | 1,800.00 | 6,240.00 | 2,870.87 | 6,888.00 | -607.00 | 1,126.52 | 547.84 | 0.00 | 547.84 | 0.00 |
| 2200 LIBRARY | 207.00 | 3,846.00 | 105.54 | 2,832.22 | 216.00 | 1,915.78 | 2,151.61 | 0.00 | 2,151.61 | 0.00 |
| 2222 FELLOWSHIP | 0.00 | 26,880.00 | 0.00 | 26,880.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2416 TECHNOLOGY FUNDS | 469.84 | 16,138.84 | 340.30 | 19,856.71 | -727.87 | 12,787.42 | 9,859.55 | 0.00 | 9,859.55 | 0.00 |
| 2417 DIGITAL DEVICES | -54,210.00 | 0.00 | 0.00 | 73,220.00 | -73,220.00 | 73,220.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2418 TECHNOLOGY REPLACEMENT ACCO | 330.00 | 17,155.86 | 465.00 | 14,822.75 | 3,361.18 | 31,928.88 | 35,875.87 | 0.00 | 35,875.87 | 0.00 |
| 2420 COFFEE, P | 0.00 | 0.00 | -2,859.80 | 16,824.88 | -16,824.88 | 25,875.88 | 7,850.41 | 0.00 | 7,850.41 | 0.00 |
| 2688 SUMMER SCHOOL SNACKS | 327.87 | 1,881.91 | 1,839.89 | 1,839.89 | 852.82 | 1,848.58 | 2,498.48 | 0.00 | 2,498.48 | 0.00 |
| 2788 PARKING FEE/SECURITY | 20.00 | 28,380.00 | 7,827.81 | 28,283.41 | 88.59 | 21,847.52 | 22,813.71 | 0.00 | 22,813.71 | 0.00 |
| ****TOTAL** Fee | 8,889.48 | 511,638.85 | 49,203.86 | 651,805.12 | 18,528.73 | 295,421.88 | 305,847.58 | 86,378.00 | 209,877.58 | 0.00 |
| 3316 AMBASSADORS | 10.00 | 375.00 | 817.86 | 2,144.32 | -1,769.82 | 3,377.18 | 1,607.78 | 0.00 | 1,607.78 | 0.00 |
| 3328 AMERICAN FELD SERVICE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 | 0.01 | 0.00 | 0.01 | 0.00 |
| 3330 ART CLUB | 0.00 | 830.00 | 0.00 | 1,359.89 | -519.89 | 872.89 | 169.01 | 0.00 | 169.01 | 0.00 |
| 3332 CROSS CLUB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 | 0.01 | 0.00 | 0.01 | 0.00 |
| 3348 GOLF OFF FRIENDS | 800.00 | 2,881.44 | 682.65 | 1,872.14 | 489.30 | 1,476.47 | 1,885.82 | 0.00 | 1,885.82 | 0.00 |
| 3375 CYRIL DONOVAN ACCOUNT | 0.00 | 0.00 | 0.00 | 19.16 | -19.16 | 1,499.85 | 1,474.42 | 0.00 | 1,474.42 | 0.00 |
| 3376 CLASS OF 2017 | 0.00 | 0.00 | 0.00 | 955.89 | -955.89 | 955.89 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3382 CROSSCOUNTRY | 0.00 | 48,911.84 | 1,484.44 | 45,052.12 | 17.00 | 20,236.78 | 20,824.68 | 0.00 | 20,824.68 | 0.00 |
| 3383 OVERSEAS BOOSTER | 9,800.00 | 9,800.00 | 16.88 | 9,116.47 | 321.53 | 15,831.89 | 15,383.42 | 0.00 | 15,383.42 | 0.00 |
| 3384 CROSS COUNTRY | 0.00 | 11,250.00 | 0.00 | 0.00 | 11,250.00 | 0.00 | 11,250.00 | 0.00 | 11,250.00 | 0.00 |
| 3385 CYPRUS CLUB | 2,415.00 | 2,280.00 | 1,639.00 | 2,865.48 | 284.54 | 1,787.52 | 2,812.00 | 0.00 | 2,812.00 | 0.00 |
| 3398 DEBATE CLUB | 2,360.00 | 5,219.00 | 417.24 | 4,898.48 | 713.64 | 2,463.78 | 3,117.32 | 0.00 | 3,117.32 | 0.00 |

| | | | | | | | | | | |
|--------------------------------------|-----------|------------|-----------|------------|------------|-----------|-----------|-----------|-----------|------|
| 6020 BASEBALL - BUDGET | 202.50 | 125,259.68 | 2,816.80 | 109,138.11 | 16,128.55 | 0.00 | 16,129.55 | 0.00 | 16,129.55 | 0.00 |
| 6022 BASEBALL CONCESSIONS | 0.00 | 377.05 | 0.00 | 377.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6024 DODGEE CLUB | 0.00 | 27,808.00 | -4.00 | 38,842.38 | -12,038.38 | 27,384.83 | 15,348.45 | 0.00 | 15,348.45 | 0.00 |
| 6025 SUMMER BASEBALL CAMPS | 32.77 | 19,512.77 | 5,515.41 | 19,693.72 | -699.95 | 90.95 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6026 SUMMER DODGEE | 0.00 | 1,628.00 | 0.00 | 1,404.11 | 4,152.89 | 0.00 | 4,152.89 | 0.00 | 4,152.89 | 0.00 |
| 6030 BOYS BASKETBALL - BUDGET | 0.00 | 21,785.58 | 1,911.72 | 16,901.21 | 2,884.37 | 7,395.14 | 19,278.51 | 0.00 | 19,278.51 | 0.00 |
| 6031 BOYS BASKETBALL-REIMBURSABLE | 2,200.00 | 3,367.15 | 1,950.00 | 2,008.30 | 1,358.85 | 16.15 | 1,375.00 | 6,000.00 | -4,625.00 | 0.00 |
| 6032 BASKETBALL CONCESSIONS | 0.00 | 1,678.15 | 0.00 | 1,678.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6033 BOYS BASKETBALL SUMMER | 0.00 | 2,700.00 | 0.00 | 8,899.91 | -129.91 | 397.43 | 177.52 | 0.00 | 177.52 | 0.00 |
| 6040 GIRLS BASKETBALL-BUDGET | 200.00 | 24,951.70 | -133.00 | 22,024.06 | 2,847.64 | 7,843.56 | 9,990.20 | 0.00 | 9,990.20 | 0.00 |
| 6041 GIRLS BASKETBALL-REIMBURSABLE | 0.00 | 950.00 | 0.00 | 3,693.06 | -2,743.06 | 2,643.96 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6042 GIRLS BASKETBALL CONCESSIONS | 0.00 | 167.83 | 0.00 | 208.03 | -41.20 | 40.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6043 BOYS & GIRLS BASKETBALL BOOSTER | 7,800.00 | 47,440.00 | 1,345.76 | 52,795.92 | -5,265.92 | 11,726.58 | 6,459.64 | 0.00 | 6,459.64 | 0.00 |
| 6044 GIRLS SUMMER BASKETBALL CAMP | 0.00 | 2,228.00 | 1,109.76 | 2,199.76 | 39.24 | 0.00 | 39.24 | 0.00 | 39.24 | 0.00 |
| 6045 SUMMER BASKETBALL CAMP | 16,625.00 | 27,675.00 | 22,973.87 | 48,805.76 | -13,232.76 | 25,626.72 | 12,262.87 | 0.00 | 12,262.87 | 0.00 |
| 6046 BASKETBALL SPONSORSHIPS | 10,300.00 | 32,700.00 | 0.00 | 28,247.50 | 4,452.50 | 6,300.00 | 16,752.50 | 0.00 | 16,752.50 | 0.00 |
| 6050 FOOTBALL - BUDGET | 0.00 | 66,971.00 | 29,103.95 | 89,548.42 | -22,577.42 | 40,313.15 | 17,755.93 | 5,000.00 | 12,755.93 | 0.00 |
| 6051 FOOTBALL-REIMBURSABLE | 1,481.61 | 33,191.61 | 32,271.61 | 33,191.61 | 0.00 | 0.00 | 0.00 | 5,750.00 | -5,750.00 | 0.00 |
| 6052 FOOTBALL PLAYOFF SPECIAL ACCT | 0.00 | 19,978.00 | 0.00 | 13,317.00 | 6,661.00 | 13,663.00 | 8,265.40 | 0.00 | 26,265.40 | 0.00 |
| 6053 FOOTBALL BOOSTERS | 2,275.00 | 34,746.50 | 7,886.19 | 43,152.44 | -4,405.94 | 25,334.95 | 16,899.81 | 11,000.00 | 5,899.81 | 0.00 |
| 6054 300 CLUB | 250.00 | 5,125.00 | 2,651.90 | 2,651.90 | 3,073.10 | 0.00 | 3,073.10 | 0.00 | 3,073.10 | 0.00 |
| 6055 FOOTBALL-REIMBURSABLE | 0.00 | 12,789.00 | 12,998.50 | 13,052.83 | -263.83 | 9,237.20 | 8,844.57 | 0.00 | 8,844.57 | 0.00 |
| 6056 WIRETOW SPORTS TRAINING CAMP | 0.00 | 2,650.00 | 2,632.54 | 2,632.54 | 17.46 | 0.00 | 17.46 | 0.00 | 17.46 | 0.00 |
| 6057 FOOTBALL SPONSORSHIPS | 3,000.00 | 23,755.00 | 0.00 | 0.00 | 23,755.00 | 0.00 | 23,755.00 | 0.00 | 23,755.00 | 0.00 |
| 6070 BOYS GOLF - BUDGET | 200.85 | 13,228.69 | 814.72 | 13,778.09 | -646.40 | 646.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6080 GIRLS GOLF - BUDGET | 0.00 | 17,416.68 | 2,927.62 | 16,343.68 | 1,072.98 | 0.00 | 1,072.98 | 0.00 | 1,072.98 | 0.00 |
| 6081 GIRLS GOLF - REIMBURSABLE | 0.00 | 7,516.99 | 0.00 | 8,021.79 | -504.80 | 504.80 | 0.00 | 0.00 | 0.00 | 0.00 |

WAYS TO USE SPECIAL USE CODES

- Book Fair – one in fall and one in spring
- Theatre/Drama Productions
- Differentiate between various fundraisers within an activity

GL/MACT: GL Account Maintenance (v3.05)

Acty-Fd-C-Func-Obj-Cctr-SFnd-Y-Prog-Spec

Select by Acct # No Account Selected

Select by ASN Effective Date 10/01/2017 - 09/30/2018

Internal Description

State/Auditor Desc.

Default Account Type

Group

State Alias

Created By Date Created 3/4/1999

User name

Status Inactivated By gn 3/4/1999

Select Access Mode (Default is by Account Number)

RECEIPT MODULE SETUP

- Be consistent when setting up Revenue Types for ease in research

Revenue Types

- 0000-0116 / CHANGE CASH-GENERAL HIGH S
- 0000-3800 / CHANGE CASH-BAND
- 0000-3900 / SUPPLY STORE SEED
- 0000-6020 / BASEBALL SEED
- 0000-6022 / CHANGE CASH-BASEBALL CONK
- 0000-6030 / CHANGE CASH-BOYS BASKETB
- 0000-6032 / CHANGE CASH-B-BSKTBL CONK
- 0000-6040 / CHANGE CASH-GIRLS BASKETB
- 0000-6042 / CHANGE CASH-G-BSKTBL CONK
- 0000-6090 / BOYS SOCCER SEED
- 0000-6100 / GIRLS SOCCER SEED
- 0000-6110 / SOFTBALL SEED
- 0000-6140 / TRACK SEED
- 0000-6150 / CHANGE CASH-VOLLEYBALL
- 0000-6152 / CHANGE CASH-VOLLEYBALL CO
- 0000-6160 / CHANGE CASH-WRESTLING
- 0000-6400 / CHANGE CASH-GATE RECEIPTS

Page Break on Revenue Type

Cost Center:

Station ID:

Use Date Range Receipt Date: Thru:

Report Order: Payer Name Receipt Number

Receipt Status: Open/Voided Open Only Voided Only

GL Posted Status: Posted/Not Posted Posted Ngt Posted

Report Destination: To Report Viewer To Grid To File

To Printer HP LaserJet 1022 (redirected)

Payer Search Criteria

Payer Name Payer Id

Begins With Contains

RECEIPT ENTRY

Be consistent when entering names for individuals.

Examples:

Mary Sample

Sample, Mary

INVOICE ENTRY

- Travel Advances –
 - ADV-ATL
 - BAL-ATL

Invoice by Vendor Report

| | | | | | | | | |
|--------------|-----------------|------------|------|---------|-------|----------------|--|-------|
| ADV-COSMIS | 03/10/2015 | H15-500389 | 0001 | 2458 | 35799 | 03/10/2015 | 2410-12-5-2215-303-4056-7101-0-1500-0004 | 84.00 |
| | INVOICE TOTALS: | FW AMT: | 0.00 | PAD FW: | 0.00 | INVOICE TOTAL: | | 84.00 |
| BAL-CHARLEST | 09/09/2015 | H15-500233 | 0001 | 2504 | 36887 | 09/09/2015 | 8200-12-5-1100-311-4056-7101-0-1500-0000 | 35.00 |
| | INVOICE TOTALS: | FW AMT: | 0.00 | PAD FW: | 0.00 | INVOICE TOTAL: | | 35.00 |
| BAL-COSMIS | 09/09/2015 | H15-500389 | 0001 | 2504 | 36887 | 09/09/2015 | 2410-12-5-2215-303-4056-7101-0-1500-0004 | 1.00 |

ACTIVITY STATUS SUMMARY

- Excellent "snapshot" to get information quickly.
- LSA Reports menu.

| Summary | | | |
|-------------------------|-----------|-------------------|-----------|
| Total Beginning Balance | 43,683.35 | Cash Balance | 43,689.35 |
| Total Revenues | 6.00 | Encumbrances | 17,607.35 |
| Total Expenditures | 0.00 | Available Balance | 26,082.00 |

MY PET PEEVE

- Reports are easier to read and look more professional if entries are made in all caps.

| | | | | | |
|-------------------|------------|-----------------|------|---|---|
| C/R 030-003410205 | 07/10/2017 | Read Robbie E | 1.00 | C | Wesley Edm Read-GENERAL SERVICES - Seniors - Ge |
| C/R 030-003410206 | 07/10/2017 | Clark Charles | 1.00 | C | Charles Harmon Clark-GENERAL SERVICES - Seniors |
| C/R 030-003414608 | 07/10/2017 | Rowell Caroline | 1.00 | C | Caroline Grace Rowe-GENERAL SERVICES - Seniors - |
| C/R 030-003415202 | 07/10/2017 | Warren Charles | 1.00 | C | Charles Zachary Warren-GENERAL SERVICES - Seniors |
| C/R 030-003415709 | 07/10/2017 | Gray Charles | 1.00 | C | Charles Gray-GENERAL SERVICES - Seniors - General |
| C/R 030-003416428 | 07/10/2017 | Warner Alex | 1.00 | C | Alex Warner-GENERAL SERVICES - Seniors - General'S |
| C/R 030-003416505 | 07/10/2017 | Neal Warner Sho | 1.00 | C | Warner Shock Neal-GENERAL SERVICES - Seniors - G |
| C/R 030-003417437 | 07/10/2017 | Warshaw Hanna | 1.00 | C | Hanna Hanna Warshaw-GENERAL SERVICES - Seniors |
| C/R 030-003418067 | 07/10/2017 | Shihel Aaron T | 1.00 | C | Aaron Tsh Shihel-GENERAL SERVICES - Seniors - Ge |
| C/R 030-003418672 | 07/10/2017 | Haberstohl Jane | 1.00 | C | Jane ea Louie Haberstohl-GENERAL SERVICES - Seniors |

| | | | | | |
|----------------|------------|------------------|-------|---|-------------------------|
| C/R 0050-75596 | 08/21/2017 | PLATT, AN SLE Y | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75597 | 08/21/2017 | HALL, IAN | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75598 | 08/21/2017 | ROWE, LILLY | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75599 | 08/21/2017 | ALLEN, HARRY LEE | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75600 | 08/21/2017 | SULLIVAN, SAM | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75601 | 08/21/2017 | SMITH, JUSTICE | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75602 | 08/21/2017 | CLEGG, ANNE CAR | 40.00 | C | GENERAL-SCHEDULE CHANGE |
| C/R 0050-75603 | 08/21/2017 | TEW, ELLIE | 40.00 | C | GENERAL-SCHEDULE CHANGE |

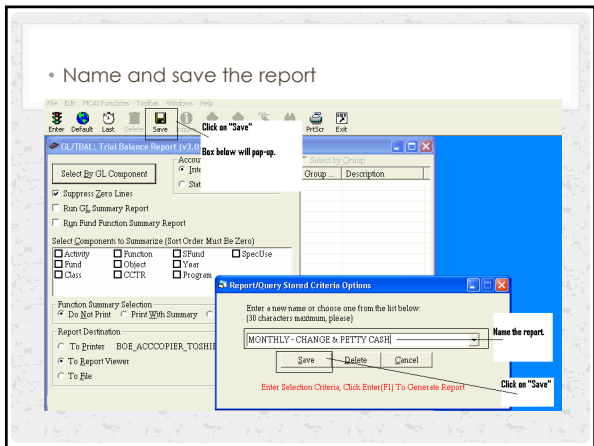
SAVING REPORT CRITERIA

- Set up and Generate Report

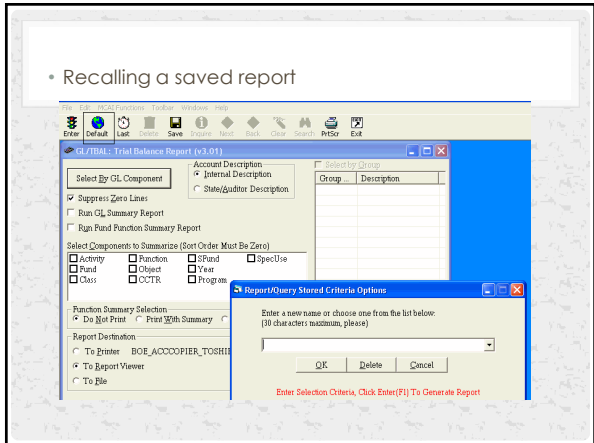
| Component Name | Sort Order | Beginning Value | Ending Value |
|----------------|------------|-----------------|--------------|
| Activity | 3 | | |

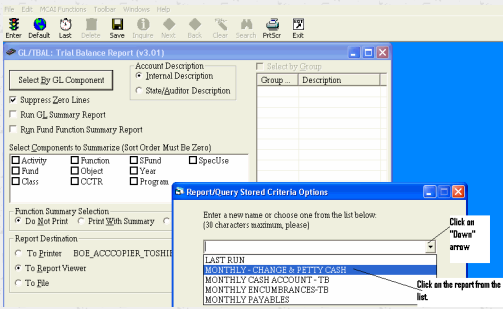
| Component Name | Sort Order | From Value | To Value |
|----------------|------------|------------|----------|
| SFund | 1 | | 2222 |
| Class:Punct | 2 | 10131 | 10131 |
| Class:Punct | 2 | 20151 | 20151 |

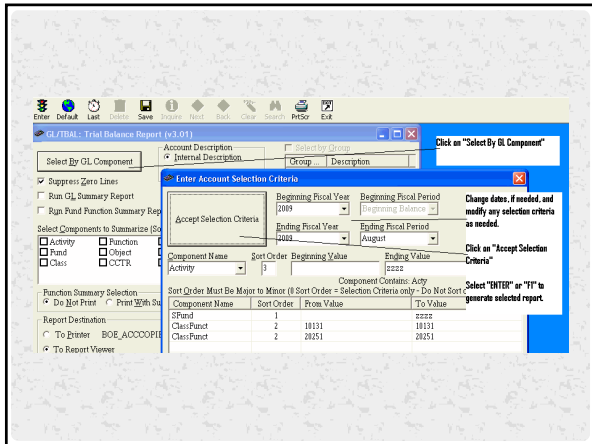
- Name and save the report

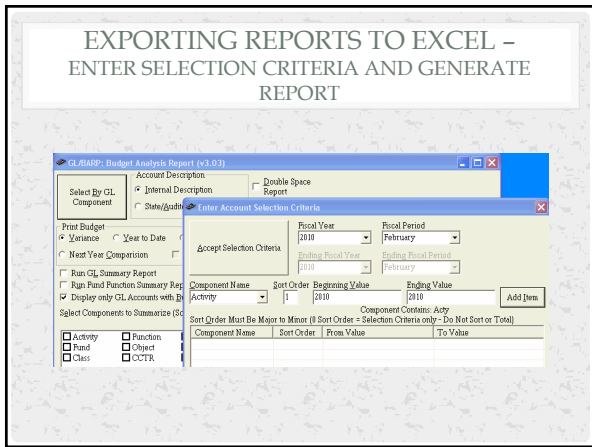


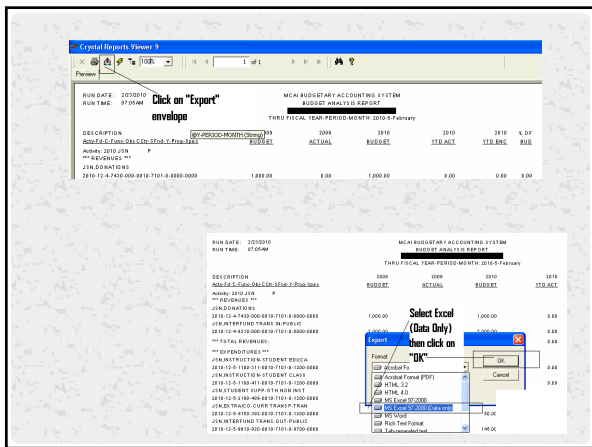
- Recalling a saved report

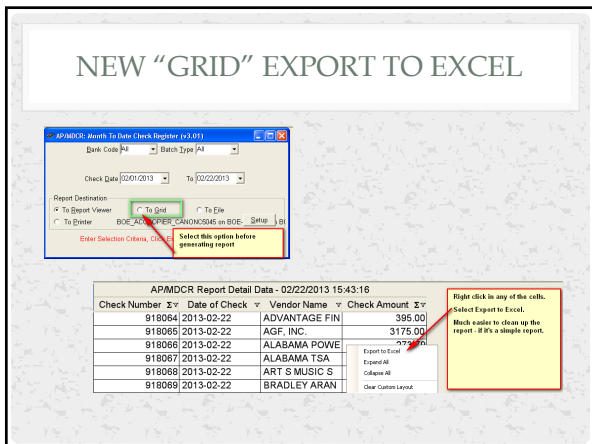
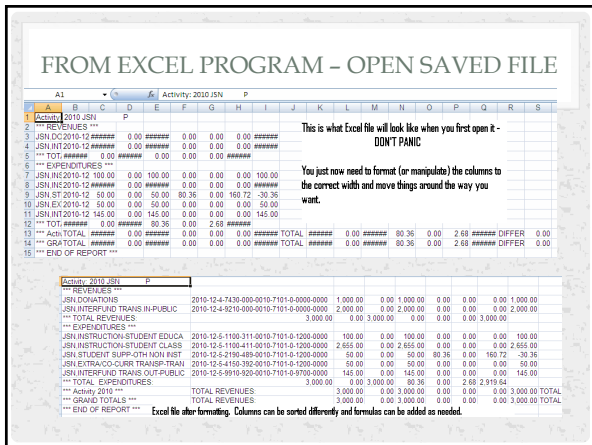
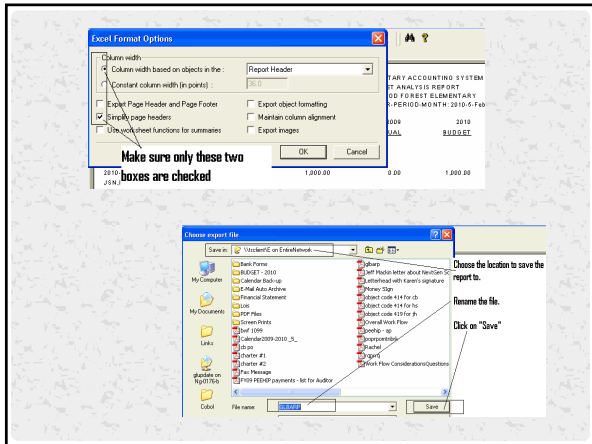












EXPORTING REPORTS AS PDF TO ATTACH TO E-MAIL

| DESCRIPTION | AMOUNT | BUDGET | YTD |
|---|----------|----------|----------|
| MIM DA S.Fina.Bud.Ord.S.Dns.3.Mts.1.8.0 | 1,234.56 | 1,234.56 | 1,234.56 |
| --- | --- | --- | --- |
| MIM DA S.Fina.Bud.Ord.S.Dns.3.Mts.1.8.0 | 1,234.56 | 1,234.56 | 1,234.56 |
| --- | --- | --- | --- |
| MIM DA S.Fina.Bud.Ord.S.Dns.3.Mts.1.8.0 | 1,234.56 | 1,234.56 | 1,234.56 |
| --- | --- | --- | --- |
| MIM DA S.Fina.Bud.Ord.S.Dns.3.Mts.1.8.0 | 1,234.56 | 1,234.56 | 1,234.56 |
| --- | --- | --- | --- |
| MIM DA S.Fina.Bud.Ord.S.Dns.3.Mts.1.8.0 | 1,234.56 | 1,234.56 | 1,234.56 |
| --- | --- | --- | --- |
| MIM DA S.Fina.Bud.Ord.S.Dns.3.Mts.1.8.0 | 1,234.56 | 1,234.56 | 1,234.56 |
| --- | --- | --- | --- |

Export

Format: Acrobat Format (PDF)

Destination: Desktop

Click Me

Export Options

Page Range: All

Page-Range: From: To:

Only have to click "OK" on this screen

Choose export file:

Save in: \\servername\... \My Documents

File name: Reporting Package.pdf

Choose the location to save the report to.

Rename the file.

Click on "Save"

SUGGEST SAVING THIS TO A DISK USED SOLELY FOR THE PURPOSE OF SAVINGS FILES TO ATTACH TO E-MAILS. THIS KEEPS YOU FROM HAVING TO CLEAN THEM OFF OF YOUR HARD DRIVE.

- Now, go to your e-mail and attach this file just like you would any other e-mail attachment.

- Or, you can find the file in Adobe, right click on the file name, select "Send to" then "Mail Recipient". The file will automatically be attached to an e-mail. All you have to do is enter the e-mail address you want it sent to.

Send

From: STEPHENSONL1@MTNBROOK12.AL.US

To:

Cc:

Bcc:

Subject: Emailing: 2012 Reporting Package

Attached: 2012 Reporting Package.pdf (582 KB)

Your message is ready to be sent with the following file or link attachments:

2012 Reporting Package

Start an audit folder for each school year

Football schedule change – put note or copy of new schedule in the folder.

Had to meet with a teacher(s) numerous times to review procedures – put a note or copy of documentation of discussion in the folder.

Hopefully this folder will be empty – but if not, you probably have everything at your fingertips to answer questions the auditors may have without having to dig, or remember, what happened.

START A MONTHLY TICKLER FILE OR NOTEBOOK WITH TABBED MONTHS

- Copies of PO's for upcoming trips
- Copies of PO's for delivery, cancellation or re-issue
- Copies of Athletic Schedules
- Copies of Registration Forms
- Copies of E-mails containing trip information

QUESTIONS

lostphenson@homewood.k12.al.us
