

Activity Fund Principal Review Form

School: _____

Scope of this review includes all activity that took place in the month of: _____

I. Receipts and Deposits

1. Receipts were issued in numerical sequence (AF Manual 506.1).
2. Total dollar amounts of receipts equaled deposit slip (AF Manual 509.1).
3. Deposits were completed daily when total monies exceed \$100. These deposits were locked, in a sealed bag, in the safe until the courier picked them up (AF Manual 509.1).
4. Collected and remitted sales tax on taxable sales (AF Manual 535).
5. Ensured AF-104s were turned into the financial clerk when monies collected exceeded \$20 (AF Manual 508.1).
6. No money was kept in desk drawers.

II. Disbursements

1. Ensured that all CAF-115/SAF-115 forms were properly approved (via signature) by the principal before purchase was made (AF Manual 514.2).
2. Did not sign any checks without reviewing back up, including the SAF/CAF-115 form, invoices or receipts (AF Manual 513-515).
3. Ensured voided checks were properly voided (AF Manual 513.2)

III. Reporting

1. Analyzed the month end class balances to ensure that they appear reasonable based on the month's receipt and disbursement activity.
2. Ensured that class balances were positive at month end (AF Manual 201.1).
3. Ensured that reconciliation checklist amounts balanced (AF Manual 504.2).
4. Ensure there is a future purpose or plan to spend funds raised or contributed by students or faculty (AF Manual 201.1).

I conducted my monthly review on all the items listed above to ensure compliance with District policies and procedures of internal control in the administration of the student and campus activity funds.

Principal Signature

Comments:

