

MONTHLY LOG REPORT:

This document is used to provide evidence that all account sponsors are given a monthly general ledger report of their account to review for accuracy and completeness. This document should be available for audit.

TO CREATE:

Using Excel, create columns using the following as titles across the top of the spreadsheet:

Account Number/Description

Teacher/Sponsor Name

Twelve calendar months in separate columns

Using your Chart of Accounts, fill in the first two columns with the appropriate data. Include all accounts with a balance.

Format each column and row with border lines to create a grid.

ACTION:

Each month, print and distribute a general ledger report (Account Ledger Report out of Skyward) for all accounts with a balance (including those with no activity).

Each box should be initialed by the account sponsor/teacher indicating they have reviewed their account activity for accuracy and completeness.

Indicate on the Monthly Log Report any inactive accounts (those with zero balances) by writing "inactive" across the row.

Update/edit the document as needed - add new account(s) to or delete closed account(s) from the Monthly Log Report when making changes to the Chart of Accounts and as account sponsors change.

See EXAMPLE

Example - Monthly Log Report

2011-2012 Account Snapshot Report Verification

Account Number/Description	Teacher/Sponsor Name	July	August	September	October	November	December	January	February	March	April	May	June
A-1005.000 Athletics	David Venetozzi	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1010.000 Baseball	Greg Blackmon	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB
A-1035.000 Basketball - Boys	Pat Thomas	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA
A-1040.000 Basketball - Girls	Pat Thomas	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB	VB
A-1050.000 Cross Country	Pat Thomas	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1070.000 Football	Brad Nagatz	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1093.000 Golf - Boys	David Venetozzi	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1095.000 Golf - Girls	Melinda Wyal	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1145.000 Soccer - Boys	Ursula Lantione	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1150.000 Soccer - Girls	Tom Carg	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1160.000 Softball	Melinda Wyal	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1180.000 Swim	Tristan Peacock	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1200.000 Tennis	David Bennoch	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1230.000 Track	Jessie Truel	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1240.000 Volleyball	Erica Burkett	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1261.000 Weightlifting - Boys	Bobby Reyes	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1262.000 Weightlifting - Girls	Frank Williamson	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
A-1280.000 Wrestling	Aaron Telatovich	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
B-2010.000 Band	Mike Phille	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
B-2020.000 Chorus	Natasha Gilbert	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN
B-2030.000 Orchestra/Strings	Catherine McConnell	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN	DN

A1225 Boys Track T. Haggins