

**ACTIVITY FUND BOOKKEEPER CHECKLIST
DAILY/WEEKLY/MONTHLY**

MONTH _____

WEEK ENDING _____

DAILY	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>WEEKLY</i>	<i>MONTHLY</i>	<i>NOTES</i>
ENTER ALL CASH RECEIPTS IN TEAMS DAILY- check amounts for accuracy.								
SUBMIT ALL CASH RECEIPT BATCHES IN TEAMS DAILY - Batch should match deposit.								
MAKE DAILY DEPOSITS - Deposit should match batch.								
LOG DAILY DEPOSITS FOR ACTIVITY FUND/CAFÉ. ON DEPOSIT PICK UP LOG								
CASH RECEIPT BATCH AMOUNT MATCHES DEPOSIT AMOUNT								
WEEKLY								<i>NOTES</i>
FUNDRAISER APPROVAL FORM - Print copies of the form from email notification.								
FUNDRAISER FINANCIAL REPORT - Make sure sponsors turn in after fundraiser.								
ENTER CHECK REQUESTS - Make sure tax is charged on taxable items paid from Student Activity Fund. Is the SAF-104 attached?, Is the invoice/quote attached?								
ENTER REQUISITIONS/BLANKETS - Is SAF-104 attached? Is quote attached?								
DONATION CHECKS SENT TO CFO'S OFFICE								
INVOICES FOR CHECK REQUEST - Check for invoices that have not been sent to Accounts Payable on check request entered using quotes.								
MONTHLY								<i>NOTES</i>
MONTHLY REPORT OF TRANSACTIONS - Sponsors and Principal should receive this report at the beginning of the month.								
NEGATIVE BALANCES - ACTIVITY ACCOUNTS - Check all accounts for negative balances.								
TRANSFERS - Enter transfers or check account balances on submitted transfers.								
MONTHLY FILE FOLDERS- Make sure the following is included in all monthly folders: Bank Deposit Slip, Bank Bag # strip, Cash Receipt/TEAMS ,Batch Receipt Slip/TEAMS, Internal Deposit Slip and yellow receipts from sponsors, adding machine tape. SAF-104 with invoices/quotes attached for Check Requests and Requisitions.								

BOOKKEEPERS, USE THIS CHECKLIST TO COMPLETE ASSIGNED RESPONSIBILITIES