

## Year End Checklist. After May 31<sup>st</sup>, you must:

### ❶ Collect

Copies of bank statements from July 1<sup>st</sup>, 20\_\_ to May 31<sup>st</sup>, 20\_\_

For transactions that occurred AFTER your last bank statement

Deposit slips

Cheque stubs / withdrawal slips

Any other transactions that would appear on your NEXT statement

### ❷ Reconcile

Complete the May 31<sup>st</sup>, 20\_\_ Bank Reconciliation

### ❸ Report

Complete the "Interim Year End Financial Report" for the period of July 1<sup>st</sup>, 20\_\_ to May 31<sup>st</sup>, 20\_\_

### ❹ Review

Review the "Interim Year End Financial Report" with the Principal

### ❺ Authorize

Authorize your bank to send your final (June) statement to the Board  
(Authorization letter provided by UGDSB)

### ❻ Submit

By June 22<sup>nd</sup>, ensure the Principal has received:

The "Interim Year End Financial Report"

Copies of bank statements from July 1<sup>st</sup>, 20\_\_ to May 31<sup>st</sup>, 20\_\_

The May 31<sup>st</sup>, 20\_\_ Bank Reconciliation

Copies (or a list) of deposit and cheques issued after May 31<sup>st</sup>

Copy of ledger from July 1<sup>st</sup>, 20\_\_ to June 30<sup>th</sup>, 20\_\_, if possible

Copy of any existing investment certificates

Copy of Inter-school / Inter-board Cheques Listing