

Intradistrict Communication

Date: March 26, 2019

To: Secondary School Principals
Secondary School Financial Secretaries

From: John Larsen, Business Administrator
Daniel Ellis, Director of Accounting, Budgets and Audits
Jason Mott, Accountant / Internal Auditor

Subject: **Quarterly School Financial Report for January, February, and March 2019**

Each school is asked to report the quarter end account balance and transaction detail with the Apple Volume Purchase Program and return with your bank reconciliation. If your school has no Apple account, please so indicate and return.

Please include the account balance with Apple on the reconciliation sign off form and print a report or screen shot(s) of the balances and quarterly transactions from Apple's website. If you need assistance, please contact your Curriculum Technology Specialist – Bonnie, Deana, Harrison, Nancy, Jay, and Raimee.

Please photocopy the selected elements and send to Accounting by **May 3, 2019**.

Please include:

- The signed attached memo to Accounting
- A copy of your January, February, and March 2019 Reconciliation Worksheets
- A copy of your January, February, and March 2019 Bank Statements
- A copy of your January, February, and March 2019 Skyward Balance Sheets
- A copy of your January, February, and March 2019 Outstanding Check Reports
- Screen shot(s) of your March 31, 2019 Apple Volume Purchase Program transaction history and balance

If you have questions or need assistance, please call Jason Mott at (801)567-8388.

Thank you.

Cc: Michael Anderson, Administrator of Schools
Brad Sorensen, Administrator of Schools