

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

Date: March 30, 2020

To: Secondary School Principals  
Secondary School Financial Secretaries

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

Subject: **Quarterly School Financial Report for January, February, and March 2020**

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, Deanna, Nancy, Ross, and Beth.

Please photocopy the selected elements and send to Accounting by **Friday, April 24, 2020**.

Please include:

- The signed attached memo to Accounting
- A copy of your January, February, and March 2020 Reconciliation Worksheets
- A copy of your January, February, and March 2020 Bank Statements
- A copy of your January, February, and March 2020 Skyward Balance Sheets
- A copy of your January, February, and March 2020 Outstanding Check Reports
- Screen shot(s) of your March 31, 2020 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: Brad Sorensen, Administrator of Schools  
Cody Curtis, Administrator of Schools