

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

# Intradistrict Communication

Date: April 15, 2021

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 2021**

Please photocopy the selected elements and send to Accounting by **Friday, April 30, 2021**.

Please include:

- The signed attached memo to Accounting
- A copy of your January, February, and March 2021 Reconciliation Worksheets
- A copy of your January, February, and March 2021 Bank Statements
- A copy of your January, February, and March 2021 Skyward Balance Sheets
- A copy of your January, February, and March 2021 Outstanding Check Reports

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