

Intradistrict Communication

DATE: December 19, 2018

TO: All School Principals
All 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 October, November, and December 2018**

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 **January 25, 2019**.

Please include:

- The signed attached memo to Accounting
- A copy of your October, November, and December 2018 Reconciliation Worksheets
- A copy of your October, November, and December 2018 Bank Statements
- A copy of your October, November, and December 2018 Skyward Balance Sheets
- A copy of your October, November, and December 2018 Outstanding Check Reports
- Screen shot(s) of your December 31, 2018 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
Laura Finlinsoon, Administrator of Schools
Lisa Robinson, Administrator of Schools
Brad Sorensen, Administrator of Schools
Doree Strauss, Administrator of Schools