

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: December 15, 2016

TO: All School Principals
All School Financial Secretaries

FROM: John Larsen, Business Administrator
Heather Ellingson, Director of Accounting, Budgets and Audits
Daniel Ellis, Accountant/Internal Auditor

SUBJECT: **Quarterly School Financial Report for October, November, and December 2016**

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.

Please photocopy the selected elements and send to Accounting by January 20, 2017.

Please include:

- The signed attached memo to Accounting
- A copy of your October, November and December 2016 Reconciliation Worksheets
- A copy of your October, November and December 2016 Bank Statements
- A copy of your October, November and December 2016 Skyward Balance Sheets
- A copy of your October, November and December Outstanding Check Reports
- Screen shot(s) of your December 31, 2016 Apple Volume Purchase Program transaction history and balance

If you have questions or need assistance, please call Liz Robins at (801)567-8267.

Thank you.

Cc: Michael Anderson, Administrator of Schools
Jill Durrant, Administrator of Schools
Anthony Godfrey, Administrator of Schools
Brad Sorensen, Administrator of Schools
Teri Timpson, Administrator of Schools