

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

Intradistrict Communication

DATE: December 19, 2018

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: **School Bank Account Balances for December 31, 2018**

Please send the following information for each bank account balance as of December 31, 2018 to Accounting by **January 25, 2019**. If you have multiple bank accounts, please list each account separately.

School Name
Name of Bank
Type of Account (checking, savings, money market)
Account Balance

The balance requested is the balance from your December bank statements, not Skyward. This information is required annually and will be used to complete reporting requirements for Utah Money Management Council.

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