

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

# Intradistrict Communication

DATE: June 21, 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: **School Bank Account Balances for June 30, 2016**

Please send the following information for each bank account balance as of June 30, 2016 to Accounting by **July 29, 2016**. 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 June 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 Dan Ellis at (801)567-8389.

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