

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

# Intradistrict Communication

DATE: June 15, 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 June 30, 2018**

Please send the following information for each bank account balance as of June 30, 2018 to Accounting by **July 27, 2018**. 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  
Jill Durrant, Administrator of Schools  
Anthony Godfrey, Administrator of Schools  
Brad Sorensen, Administrator of Schools