JORDAN SCHOOL DISTRICT

Patrice A. Johnson, Ed.D., Superintendent of Schools

West Jordan, Utah

### Intradistrict Communication

Date: December 18, 2017

To: Secondary School Principals

 Secondary School Financial Secretaries

From: John Larsen, Business Administrator

 Daniel Ellis, Director of Accounting, Budgets and Audits

Subject: **School Bank Account Balances for December 31, 2017**

Please send the following information for each bank account balance as of December 31, 2017 to Accounting by **January 26, 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 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