FLORIDA SCHOOL MUSIC ASSOCIATON

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ANNUAL DISTRICT FINANCIAL REPORTS AND CHECK LIST*

*This Checklist	is part of the end-of-year fi	inancial report	s and should be inc	cluded as the first page.
Year 20 to	20			
Component (F	FBA, FOA, FVA):	District #:		
Submitted By:			School:	
	prepared by the District Treasu he has reviewed the reports ar			ere must be a cover letter from the District Chairman
Address:			Date Submitted:	
City/Zip:			School Phone: ()
component exe		n initial review,	and forwards all d	ne to the component executive director. The ocuments to the FSMA office no later than
Your financial r	reports and documents sho	uld be in the s	ame order as this o	check list.
Cover le	etter from District Chairman	, if applicable		
Return o	of FSMA loan, if applicable			
Final Dis	strict Financial Report (ema	ail Excel copy t	o info@flmusiced.o	org)
Final Dis	strict Entries List (reconciled	d with revenue	!)	
General	Ledger, July 1 -June 30 (F	BA: email Exc	el copy to info@fln	nusiced.org)
Account	t Ledgers (Profit and Loss),	July 1 - June	30	
General	and Adjudicator Requisitio	ns with suppo	rting documentation	n in date order.
Financia	al Documents Organized by Bank statement Copies of Cleared Checks Deposit slips, receipts, an MPA Online Invoices Reconciliation Reports for	s nd copies of ch	ecks deposited	