

# FLORIDA SCHOOL MUSIC ASSOCIATION

402 Office Plaza \* Tallahassee, Florida 32301-2757

Phone: (800) 301-3632 \* Fax: (850) 942-1793

Email: richard@flmusiced.org



## ANNUAL DISTRICT FINANCIAL REPORTS AND CHECK LIST\*

\*This Checklist is part of the end-of-year financial reports and should be included as the first page.

Year 20    to    20

**Component** (FBA, FOA, FVA):

**District #:**

Submitted By:

School:

\*If this report is prepared by the District Treasurer and not the District Chairman, there must be a cover letter from the District Chairman stating that he/she has reviewed the reports and approves them.

Address:

Date Submitted:

City/Zip:

School Phone: (    )

All District Financial Reports and end-of-year checks (see checklist) are due to the component executive director. The component executive director conducts an initial review, and forwards all documents to the FSMA office no later than August 1. There are financial penalties for missing this deadline.

Your financial reports and documents should be in the same order as this check list.

\_\_\_\_\_ Cover letter from District Chairman, if applicable

\_\_\_\_\_ Return of FSMA loan, if applicable

\_\_\_\_\_ Final District Financial Report (email Excel copy to info@flmusiced.org)

\_\_\_\_\_ Final District Entries List (reconciled with revenue)

\_\_\_\_\_ General Ledger, July 1 -June 30 (FBA: email Excel copy to info@flmusiced.org)

\_\_\_\_\_ Account Ledgers (Profit and Loss), July 1 - June 30

\_\_\_\_\_ General and Adjudicator Requisitions with supporting documentation in date order.

\_\_\_\_\_ Financial Documents Organized by Month. July-June

\_\_\_\_\_ Bank statement

\_\_\_\_\_ Copies of Cleared Checks

\_\_\_\_\_ Deposit slips, receipts, and copies of checks deposited

\_\_\_\_\_ MPA Online Invoices

\_\_\_\_\_ Reconciliation Reports for Each Account

**\*FINANCIAL REPORTS WILL NOT BE ACCEPTED WITHOUT THE  
JULY AND JUNE BANK STATEMENTS AND RECONCILIATIONS.**