

FLORIDA SCHOOL MUSIC ASSOCIATION

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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 Annual Financial Report (email Excel copy to info@flmusiced.org)
- _____ Final District Entries List (reconciled with revenue)
- _____ General Ledger Report from QuickBooks, July 1 -June 30 (Email Excel copy to info@flmusiced.org)
- _____ Profit and Loss Report from QuickBooks, Statement, 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.**