

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.**