

COMMUNITY ACCOUNT WORKSHEET

(Important dates: 20th of month to program manager, 30th to director of program)

FOR: _____

MONTH: >>>>>	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10
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IP DATE

COPY OF IP
INDICATING NEED
OF A COMMUNITY
ACCOUNT

BANK NAME

DOLLAR LIMIT FOR
RECEIPTS

IS CHECK REGISTER
COMPLETE AND
ACCURATE?

ARE RECEIPTS
PRESENT FOR
TRANSACTIONS
OVER LIMIT?

DO RECEIPTS
APPEAR
APPROPRIATE?

HAS PM INITIALED
OFF ON EACH
RECEIPT
INDICATING REVIEW
AND
APPROPRIATENESS
?

HAS ACCOUNT BEEN
RECONCILED?

WERE THERE ANY
UNUSUAL
TRANSACTIONS? IF
SO, PLEASE NOTE
BELOW

DATE TURNED INTO
ACCOUNTING

ACCOUNTING
REVIEW DATE