

Alachua County Public School  
Finance Department  
**Internal Accounts Monthly Report  
Assurance Statement**

I hereby assure that I have completed the monthly close out of internal accounts and completed my bank reconciliation for the month of \_\_\_\_\_.  
I have printed the School Balance Sheet, School Asset Listing and Bank Reconciliation and signed each report for audit review.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Assistant/Bookkeeper Signature*

I have reviewed and signed all reports and the bank statements as outlined above.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal or Designee Signature*