

PINELLAS COUNTY SCHOOLS
INSTRUCTIONS
ACCOUNTS RECEIVABLE REPORT

This report is to be submitted in the year-end package when there are accounts receivable. **If no accounts receivable exist, make the appropriate notation on the year-end checklist.**

Complete the following: If there is money owed to the school at year-end, including but not limited to, pending refunds from vendors or individuals, outstanding NSF checks, Facility Lease Payments, Student Obligations (including Textbooks and Library), estimated commission due - (school picture and/or vending) and any other money owed to internal accounts.

Note: Money due from the District is **NOT** to be included in the school's Accounts Receivable Report.

a) School Name

b) Year-end date

c) List all NSF checks outstanding at year-end. This includes checks which are being collected by an outside check recovery company.
Include the date the check was returned, name of maker of the check and the amount of the check.

d) Total of NSF Checks

e) "Other Obligations" - List all other accounts receivable.

f) Total of "Other Obligations"

g) Grand Total = Total NSF and Total Other Obligations

h) Signature of Bookkeeper

i) Signature of Principal/Director