## **Closing Athletic Revolving Funds Process Map** FY YYYY-YY Legend **Accounting Building Building AD Building AD Locate: YES Building AD Locate:** Received **Bank Statements Unused Checks** 05/DD/YYYY **Bank Reconciliations** Checkbook **All Months** Statement? FY####-## **Voided Checks** Through 05/DD/YYYY **Accounting issues AD Revolving START** Account **Building AD Locate:** NO Starting Balance **Check Register** \$\$\$\$.\$\$ **Check Stubs for ALL Building AD Send: Issued Checks STOP** 05/DD/YYYY Statement to Accounting when **AD Receives Building AD Send:** All Documents to **Accounting including Signed Requisition Building AD Verify: Building AD Complete: Building AD Locate:** Checkbook Balance + · Requisition for all List of outstanding **Requisition Amount =** issued checks since checks by **Building Principal:**

**AD last replenishment** 

05/DD/YYYY

**Starting Balance** 

**Sign Requisition**