

**Local Governance Support Centers
Fiscal Report Cover Sheet**

Chapter Name : _____
 Month Ended : _____ Quarter Ended: _____
 Date Submitted : _____

Copies of the following documents must be submitted no later than the second Friday after the end of each month. Use this Cover Sheet when routing required accounting records and financial statements. Only the budget and actual financial statement is due at the end of each quarter, no later than the second Friday after the end of the quarter:

Banking Transactions Documents	Date Received	Date Validated
Reconciled Bank Statement(s) for Checking Accounts		
Reconciled Bank Statement(s) for Saving Accounts		
Statements for Marketable Securities Account(s)		
Bank Statement(s) for Checking Accounts		
Bank Statement(s) for Saving Accounts		
Marketable Securities Register(s)		

Payroll and Tax Liability Transactions	Date Received	Date Validated
Federal Form 941 Reports: Quarterly Tax Report		
Navajo Nation Form 600 – Quarterly Sales Tax Report		
State of New Mexico and Utah - Unemployment Insurance Liability & Tax Report(s)		

Financial Statements	Date Received	Date Validated
Balance Sheet		
Statement of Revenue/Expenditure and Changes in Fund Balance		
Statement of Revenue/Expenditure and Changes in Fund Balance – Budget and Actual		

All Accounting Records	Date Received	Date Validated
Registers & Ledgers	* *	* *
Checking Account Register(s)/Ledger(s)		
Saving Account Register(s) /Ledger(s)		
Journals	* *	* *

Cash Receipts Journal		
Payroll Journal(s)		
Ledgers	* *	* *
Fund Ledgers		
Subsidiary Ledgers		