

CHECK FOR ERRORS	
This worksheet checks various cells to ensure form is complete and correct.	
Issues to be resolved are marked here with an ERROR message.	
ASA Item References	Message
Are all errors corrected?	OK - You may now save and submit form
1. Cover Page (ASA 1 tab)	
District Name must be selected from drop-down. (Cell D9) (Do not type full district name manually.)	OK
Name of newspaper must be entered. (Cell D13)	OK
Assurance box must be marked. (Cell F16)	OK
2. Statement of Assets & Liabilities (ASA 2 tab)	
Input amounts.	OK
Input estimated Student Activity Fund Cash & Assets. (Cell D40) (Cell must have a number or zero. Do not leave blank.)	OK
Input prior year Cash & Investments. (Cells D62:L62) (Cells must have a number or zero. Do not leave blank.)	OK
3. Statement of Revenues, Expenditures, Other Sources, & Changes in Balance (ASA 3 tab)	
Input amounts.	OK
Input Beginning Fund Balances without Student Activity Funds. (Cells C30:K30) (Cells must have a number or zero. Do not leave blank.)	OK
Input Student Activity Fund Balance as of July 1. (Cell C34) (Cell must have a number or zero. Do not leave blank.)	OK
4. Salary Sched 5 tab	
Record staff under appropriate salary range(s).	OK
5. Payment Schedules (Paym 6-Paym 8 tabs)	
Input payments to vendors. (Input "None" in "Person..." and "0" in "Amount" columns if no payments were made. Do not leave blank)	OK
6. Contracts Exceeding \$25,000 9 tab	
Input number and value of contracts. (Cell must have a number or zero. Do not leave blank.)	OK

End of Balancing