



Reconciliation of Imprest Checking Account

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For the Month of _____, _____

Account Title _____

Location _____

BASE AMOUNT OF THIS ACCOUNT

\$ _____

BANK STATEMENT ENDING DATE

BALANCED TO BANK STATEMENT/CHECKBOOK REGISTER:

Ending Balance on bank statement

\$ _____

Less outstanding checks listed below

(_____)

(Total will calculate after checks are entered below)

Plus deposits in register not yet on bank statement

\$ _____

Less deposits on statement not yet in register

\$ _____

BALANCE (to agree with balance in

\$ _____

checkbook register) at check number _____

(IF YOUR BALANCE IN YOUR CHECKBOOK DOES NOT AGREE WITH THE BALANCE ABOVE, PLEASE LOCATE THE CAUSE AND CORRECT IT NOW. IF YOU NEED ASSISTANCE CALL THE ACCOUNTING OFFICE EXTENSION 4175.)

ACTIVITY RECONCILED TO BASE AMOUNT OF IMPREST ACCOUNT:

Balance in checkbook register

\$ _____

(Should be the same as balance above)

Plus change funds* check# _____

+

\$ _____

(* Not applicable for General Fund)

Plus reimbursements in process

+

\$ _____

(ck# _____ thru # _____)

Total: (Should agree with base amount)

\$ _____

Completed by _____

Date: _____

Reviewed by _____

Date: _____

Outstanding Checks

#

\$

#

\$

#

\$

#

\$

#

\$

Check Date

Check Number

Amount

\$ _____
Total O/S Checks