



## Reconciliation of Imprest Checking Account

### Reconciliation of Imprest Checking Account #

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