



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

(_____)

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:

#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____

#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
#	_____	\$	_____
Total of O/S Checks		\$	_____

* Attach additional sheet if necessary