



SNOQUALMIE VALLEY

SCHOOL DISTRICT

ASB IMPREST CHECKING ACCOUNT RECONCILIATION

School: _____

Month: _____

Ending Account Balance from Statement \$ _____

Add Deposits made but NOT on Statement \$ _____

\$ _____

Subtotal \$ _____

Subtract Outstanding Checks*** # _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Adjusted Bank Balance \$ _____

Balance per check register* \$ _____

Plus: Unreimbursed Checks \$ _____

Petty Cash Amount \$ _____

Adjusted Register Balance** \$ _____

*This amount should equal the balance in your check register. If not, include note about over/short.

**This amount should equal the total amount of your Imprest Account. If not, include note.

*** Any outstanding checks older than 90 days become stale dated and need to follow unclaimed property procedures.

Account Custodian Name

Signature of Account Custodian

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