



Snoqualmie Valley

School District #410

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065
 Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

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