



# 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