

BANK RECONCILIATION

A.3.8 (a)

AGENCY:

UNIT:

FUND NAME: IMPREST FUND

BANK NAME:

ACCOUNT #:

PERIOD ENDED:

DATE PREPARED:

	Adjustments:	Balance:
Balance Per Bank Statement		0
Subtotal		0
Less Outstanding Checks	0	0
Adjusted Bank Balance		
Sub-Total (Should Equal Adjusted Bank Balance)		0
Plus - Reimbursements in Transit		0
Plus - Checks Issued - Reimbursement not Requested		0
Plus - Petty Cash		0
Balance (Should Equal Total of Authorized Fund)		0

Attachments:

Bank Statement

Reconciliation Detail

Outstanding Checks (Itemized)

Reimbursements in Transit (Itemized)

Reimbursements not Requested (Itemized)

Petty Cash Reconciliation