

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

Date is as of the last day of the month

**IMPREST FUND BANK ACCOUNT RECONCILIATION**  
AS OF September 30, 20XX

**COST CENTER:** ABC ELEMENTARY SCHOOL

**ADMINISTRATOR:** LINDA STONE

This should be the same as the ending balance in the bank statement

|   |    |          |
|---|----|----------|
| A. Balance per Bank Statement .....   | \$ | 2,578.31 |
| B. <b>ADD:</b> Deposits in Checkbook, not in Bank Statement (List detail below) ..... |    | 0.00     |
| C. <b>DEDUCT:</b> Outstanding Checks (List detail) .....                              |    | 364.29   |
| D. Adjusted Bank Balance .....  |    | 2,214.02 |
| E. Balance per checkbook as of .....  |    | 2,214.02 |
| F. <b>DIFFERENCE (D MINUS E) (if any)</b> .....                                       |    | 0.00     |

These are checks not cleared with the bank

Bal. per bank balance minus outstanding checks =

This balance should be equal to the Adjusted Bank Balance

\* Difference should be explained and corrected in an appropriate manner.

If there is a difference between the Adjusted Bank Balance and the Checkbook balance, it needs to be explained here

**DEPOSITS IN CHECKBOOK (NOT IN BANK STATEMENT)**

| Date         | Amount | Date | Amount | Date | Amount  |
|--------------|--------|------|--------|------|---------|
|              |        |      |        |      |         |
|              |        |      |        |      |         |
|              |        |      |        |      |         |
| <b>Total</b> |        |      |        |      | \$ 0.00 |

These are deposits that were deposited during the month, but did not make it for the bank statement cut-off date

**OUTSTANDING CHECKS**

| Check No     | Amount | Check No | Amount | Check No | Amount    |
|--------------|--------|----------|--------|----------|-----------|
| 1954         | 61.09  | 1984     | 13.58  |          |           |
| 1981         | 74.25  | 1985     |        |          |           |
| 1982         | 25.32  |          |        |          |           |
| 1983         | 78.13  |          |        |          |           |
| <b>Total</b> |        |          |        |          | \$ 364.29 |

These are stale checks that have been carrying from previous months, or checks issued this month that have not clear with the bank yet.

Prepared by: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_

Both, the administrator and the School Administrative Assistant should sign and date this report

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Fund Administrator Name Fund Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_