



**IMPREST FUND
 ERRORS AND REMEDIES**

BANK ACCOUNT RECONCILIATION

OVERAGES (checkbook balance is MORE than bank statement balance)

CAUSES	REMEDIES
Outstanding check has become stale dated (issue date more than 6 months). This usually occurs after check has been claimed and reimbursed by Accounts Payable.	Void check in checkbook register (restore check amount to bank balance). On next Claim for Reimbursement deduct amount of check from subtotal referencing claim no., check no., and program used on original Claim for Reimbursement.
Bank check-printing charges never posted in checkbook register.	Post in checkbook register and subtract from balance.

SHORTAGES (checkbook balance is LESS than bank statement balance)

CAUSES	REMEDIES
Bank deposit or EFT (Electronic Funds Transfer) made but not posted in checkbook register.	Post in checkbook register and add to balance.
Bank cashed check in different amount than posted in checkbook register.	Verify amount paid with cancelled check. If bank is correct, make adjustment in checkbook register. If bank is incorrect, call bank so they can make the adjustment.

*** *The most common errors in balancing the checkbook register are usually incorrect calculations. Check or recalculate your addition and subtraction before you begin troubleshooting.*

IMPREST FUND RECONCILIATION

OVERAGES (Imprest balance is MORE than District allocation)

CAUSES	REMEDIES
Refund from vendor for goods returned; never received; and/or overpriced.	On next Claim for Reimbursement deduct the refund amount from the subtotal, referencing claim no., check no., and program used on original Claim for Reimbursement.
Outstanding check issued has become stale dated (more than 6 months). Amount has already been claimed and reimbursed from Accounts Payable.	On next Claim for Reimbursement deduct amount of check from subtotal referencing claim no., check no., and program used on original claim form.
A check was claimed twice for reimbursement.	On next Claim for Reimbursement deduct the amount of the check from the subtotal, referencing claim no., check no., and program used on duplicate claim form.

SHORTAGES (Imprest balance is LESS than District allocation)

CAUSES	REMEDIES
Bank check printing charges were never claimed.	Submit charges on next Claim for Reimbursement.
A check was issued but never claimed.	Submit a Claim for Reimbursement, regardless of when the check was issued.