

Bank reconciliation template

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2018		
Authority name and reference		WESTBURY-ON-SEVERN PARISH COUNCIL		
Prepared by: Name	FIONA WALLBANK	Date:	21.5.18	
Role (Clerk/RFO etc)				
Approved by: Name	COLIN EVERS	Date:	21.5.18	
Role (RFO/Chair etc)				
Balance per bank statements as at 31 March 2018		£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2018:				
DEPOSIT ACCOUNT		9255.13	9255.13	
CURRENT ACCOUNT		22225.67	22225.67	
Less: any un-presented cheques at 31 March 2018: (normally only current account. List date, cheque number & value. Use separate list if needed)				
19.3.18 CHEQUE NO 001797		10.00	10.00	
19.3.18 CHEQUE NO 001796		25.00	25.00	
20.3.18 CHEQUE NO 001795		30.00	30.00	
Add any unbanked cash at 31 March 2017: (List date & amount received)				
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			£31415.80	

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	33400.50
Add: Receipts in the year:	24592.34
Less: Payments in the year:	26577.04
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2018	£31415.80
Must equal total net bank balances above and Section 2, Box 8	