

Bank Reconciliation Template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete

Authority name and reference		Elmstone Hardwicke Parish Council	
Prepared by	Name	D Roscoe	Date
Role (Clerk/RFO etc)		Clerk and RFO	
Approved by	Name		Date
Role (Clerk/Chair etc)			
BANK RECONCILIATION YEAR ENDED 31 MARCH 2018			
			£
Balance per bank statement at 31 March 2018 (taken from bank statement)	Current A/C		4594.16
	Business Instant A/C		1160.82
	Total		5754.98
Outstanding items			
Less unrepresented cheques (to agree with attached list)	All Accounts		70.54
Plus uncleared payments into bank (to agree with attached list)	All Accounts		0.00
Petty cash			
Plus any petty cash balance held at 31 March 2018	0		0
Balance per cash book (council's own records) at 31 March 2018 (Box 8 on Annual Return)	Current A/C		4523.62
	Business Instant A/C		1160.82
	Total		5684.44

The net balances reconcile to the Cash Book for the year as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance	5605.78
Add Receipts in the year	4646.09
Less Payments in the year	4567.43
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2018	5684.44

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