

Bank Reconciliation

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	Date
Role (Clerk/RFO etc)	D Roscoe Clerk and RFO	31/3/19

BANK RECONCILIATION YEAR ENDED 31 MARCH 2019

		£
Balance per bank statement at 31 March 2019 (taken from bank statement)	Current A/C	4432.91
	Business Instant A/C	1161.40
	Total	5594.31
Outstanding items		
Less unrepresented cheques (to agree with list below) 7/3/19 GAPTC £50.68	All Accounts	50.68
Plus uncleared payments into bank (to agree with list below)	All Accounts	0.00
Petty cash		
Plus any petty cash balance held at 31 March 2019	0	0
Balance per cash book (council's own records) at 31 March 2019 (Box 8 on Annual Return)	Current A/C	4382.23
	Business Instant A/C	1161.4
	Total	5543.63

The net balances reconcile to the Cash Book for the year as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance	5684.44
Add Receipts in the year	4111.73
Less Payments in the year	4252.54
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2019	5543.63

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