

Bank reconciliation template

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2018	
Hittisleigh Parish Council			
Prepared by:	Name	Ruth Curtis	21 st May 2018
	Role (RFO/Chair etc)	RFO	
Approved by:	Name		
	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			
Current Account			£3,435.56
Less any unpresented cheques at 31 March 2018 (normally only current account. List date, cheque number & value. Use separate list if needed)			£150.66
164 £50			
167 £58.66			
168 £42			
Add any unbanked cash at 31 March 2018 (list date & amount received)			
176 £36			£36
TOTAL – NET BANK BALANCES AS AT 31 MARCH 2018			£2133

The net balances reconcile to the cash book for the year as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening balance	£2133
Add receipts in the year	£2513.25
Less payments in the year	£1246.40
CLOSING BALANCE AS PER CASH BOOK AT 31 MARCH 2018	£3,399.85, rounded up
Must equal total net bank balances above and Section 2, Box 8	£3400