

Bank reconciliation template

| BANK RECONCILIATION | | FINANCIAL YEAR ENDING 31 MARCH 2019 | |
|--|-----------------------------------|-------------------------------------|--------|
| Authority name and reference | WESTBURY-ON-SEVERN PARISH COUNCIL | | |
| Prepared by: Name Role (Clerk/RFO etc) | FIONA WALLBANK | Date: | 9.5.19 |
| Approved by: Name Role (RFO/Chair etc) | SIMON PHELPS | Date: | 9.5.19 |
| Balance per bank statements as at 31 March 2019 | £ | TOTAL £ | |
| List balances on all bank accounts plus petty cash floats at 31 March 2019: | | | |
| DEPOSIT ACCOUNT | 39803.9 | 39803.9 | |
| CURRENT ACCOUNT | 1179.65 | 1179.65 | |
| | | | |
| | | | |
| Less: any un-presented cheques at 31 March 2019: (normally only current account. List date, cheque number & value. Use separate list if needed) | | | |
| Cheque No: | 10.00 | 10.00 | |
| Cheque No: | 25.00 | 25.00 | |
| Cheque No: | 200.00 | 200.00 | |
| Add any unbanked cash at 31 March 2017: (List date & amount received) | | | |
| | | | |
| TOTAL - NET BANK BALANCES AS AT 31 MARCH 2019 | | £40748.55 | |

| <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: | 31415.80 |
| Add: Receipts in the year: | 38621.48 |
| Less: Payments in the year: | 29288.73 |
| CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2019 | £40748.55 |
| Must equal total net bank balances above and Section 2, Box 8 | |