

## Bank reconciliation template

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2019		
<b>Authority name and reference</b>		WESTBURY-ON-SEVERN PARISH COUNCIL		
Prepared by: Name	FIONA WALLBANK	Date:	9.5.19	
Role (Clerk/RFO etc)				
Approved by: Name	SIMON PHELPS	Date:	9.5.19	
Role (RFO/Chair etc)				
<b>Balance per bank statements as at 31 March 2019</b>		<b>£</b>		<b>TOTAL £</b>
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
<b>Less:</b> 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
<b>Add</b> any unbanked cash at 31 March 2017: (List date & amount received)				
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2019</b>				<b>£40748.55</b>

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	<b>£</b>
Opening Balance:	31415.80
Add: Receipts in the year:	38621.48
Less: Payments in the year:	29288.73
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2019</b>	<b>£40748.55</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	