

## Bank reconciliation

Puttenham Parish Council

### Financial year ending 31 March 2018

Prepared by Wendy Hazzard – Clerk and RFO

Date 01/04/2018

Balance per bank statements as at 31 March 2018:		
Current Account	£	£
	4,374.00	
Deposit Account	45,960.00	
	<u>50,334.00</u>	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
Cheque No 01491	500.00	
Cheque No 01502	250.00	
		<u>750.00</u>
	<u>49,584.00</u>	
Add: any un-banked cash at 31 March 2018		

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Net balances as at 31 March 2018 (Box 8)	<u>49,584.00</u>
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***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	38,094.00
Add: Receipts in the year	34,242.00
Less: Payments in the year	22,752.00
	<u>49,584.00</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>49,584.00</u>

(See [example](#) for guidance if required)