

Bank reconciliation

Name of smaller authority: NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

County area (local councils and parish meetings only): DEVON

Financial year ending 31 March 2018

Prepared by PAUL HAYWARD, R.F.O. FOR THE COUNCIL (Name and role)

Date 01/04/18

Balance per bank statements as at 31 March 2018:	£	£
LLOYDS BANK ACCOUNT ending 1268 / statement 15	77,432.64	
NATWEST BANK ACCOUNT ending 5284 / statement 494	1,058.35	
	<u>78,490.99</u>	
Petty cash float (if applicable) NOT APPLICABLE	0	
Less: any un-presented cheques at 31 March 2018		
Online (processed 30/3/18 B/Hol) P Hayward (Expenses)	-309.48	
000049 BT Payphones – adoption of BT Kiosk fee	-1.00	
	<u>-310.48</u>	
Add: any un-banked cash at 31 March 2018		
None	0	
Net balances as at 31 March 2018 (Box 8)	<u>78,180.51</u>	

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)	61,459.52	
Add: Receipts in the year	84,047.06	
Less: Payments in the year	-67,326.07	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>78,180.51</u>	

Bank Reconciliation Report for NEWTON POPPLEFORD PARISH COUNCIL

Balance as per bank statement No.

494

dated

31/03/2018

NWB

£1,058.35

Balance as per bank statement No.

15

dated

31/03/2018

LLYDS

£77,432.64

TOTAL

£78,490.99

Less, any unpresented cheque already issued and approved:

Cheque No.

BACS	£309.48
49	£1.00

£309.48

£1.00

for:

P HAYWARD (reimbursement exp.)

for:

BT Payphone (Kiosk adoption)

for:

for:

for:

for:

for:

for:

for:

for:

for:

for:

Total:

£310.48

Plus, any payments received not yet reconciled

£0.00

Reconciled Bank Statement

31/03/2018

(date)

£78,180.51

(A)

The net balance shown reconciles to the Cash Book (receipts and payments) as follows:

Cash Book

Opening Balance:

£61,459.52

Add: Receipts

ADD

£84,047.06

Less: payments approved

LESS

£67,326.07

Current / Closing Balance:

£78,180.51

(B)

Don't forget to circulate redacted bank statement(s) to corroborate!

(B) Closing / Current Balance as per Cash Book must equal A above and Section 1 Box 8 on Annual Return

Prepared By :

Paul Hayward, Clerk and RFO, Newton Poppleford and Harford Parish Council

Sign

Date

Approved By:

Sign

Date