**Bank reconciliation**

Name of smaller authority: COTTON PARISH COUNCIL

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

**Financial year ending 31 March 2018**

Prepared by Rod Caird, Clerk, Cotton Parish Council

Date May 1, 2018

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Current | 10,159.88 |  |
| Savings | 8,748.34 |  |
|  |  |  |
|  |  |  |
| Petty cash float (if applicable) | 00.00 |  |
| Less: any unpresented cheques at 31 March 2018 | 461.96 |  |
|  |  |  |
|  |  |  |
| Add: any un-banked cash at 31 March 2018 | 00.00 |  |
|  |  |  |
| Net balances as at 31 March 2018 (Box 8) |  | 18,446.26 |
|  |  |  |
| ***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)  Add: Receipts in the year  Less: Payments in the year | 14,332.95  10,672.07  6,558.76 |  |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 18,446.26 |

(See [example](https://www.pkf-littlejohn.com/sites/default/files/media/documents/bank_reconciliation_example_2017-18_0.pdf) for guidance if required)