

Tur Langton Parish Council

Councillor check list for reconciliation of accounts

Period Covered	1/4/15 – 9/9/15	
Parish Council meeting date	15/9/15	
Testing of income and expenditure from (Lloyds Account, Petty Cash Account and MHBS Account Cash books)		
Minutes to cash books	Notes	Initials _____
Bank Statement to cash books	Notes	Initials _____
Minutes to Bank Statements	Notes	Initials _____
Documentary evidence checked against cash books	Notes	Initials _____
Bank Statements signed	Notes	Initials _____
Reconciliation signed (see page 2)	Notes	Initials _____
Name	Cllr. _____	
Date	_____	

Bank Reconciliation to 9/9/15		
Balance per statements as at 10/7/15		
Current Account	£ 2,130.42	
Savings Account	£ 15,715.36	
Petty Cash	£ 48.27	
Total		£ 17,894.05
Less any un-presented cheques at 9/9/15	£ -	
Total unpresented cheques	£ -	
Net balance at 9/9/15		£ 17,894.05
The net balances reconcile to the receipts and payments account to 9/9/15 as follows		
Opening Balance	£ 4,239.37	
Add receipts to 9/9/15	£ 18,266.20	
Less payments to 9/9/15	£ 4,611.52	
Closing balance (equals net balance above)	£ 17,894.05	

Signature_____

Date_____