

Bank reconciliation – pro forma

Name of smaller authority: _Carsington and Hopton Parish Council

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

Financial year ending 31 March 2018

Prepared by _Kate Murray - Clerk _____ (Name and role)

Date _April 2018 _____

Balance per bank statements as at 31 March 2018:		£	£
Current account		4448.74	
Business account		13359.93	
		<hr/>	
		17808.67	
Petty cash float (if applicable)			
Less: any un-presented cheques at 31 March 2018			
616		99.47	
618		40.00	
		<hr/>	
		139.47	
Add: any un-banked cash at 31 March 2018		0	
		17669.20	
		<hr/>	
			17669.20
Net balances as at 31 March 2018 (Box 8)			<hr/>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:	11056.5	
Opening Balance 1 April 2017 (Prior year Box 8)		
Add: Receipts in the year	16982.56	
Less: Payments in the year	10369.86	
		<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		17669.20
		<hr/>

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