

Bank reconciliation – pro forma

Name of smaller authority: Easton Parish Council

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

Financial year ending 31 March 2018

Prepared by Anthea Beer – clerk & RFO (Name and role)

Date 25/04/2018

Balance per bank statements as at 31 March 2018:	£	£
	7641.41	
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Petty cash float (if applicable)	7641.41	
Less: any un-presented cheques at 31 March 2018	(1511.63)	
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	6129.78	
Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		<u>6129.78</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)	6509.30	
Add: Receipts in the year	6906.36	
Less: Payments in the year	(7285.88)	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>6129.78</u>