

Bank reconciliation – pro forma

Name of smaller authority: _____ Preesall Town Council _____

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

Financial year ending 31 March 2018

Prepared by ___ Alison May Clerk and RFO_ (Name and role)

Date ___ 09.04.18 _____

Balance per bank statements as at 31 March 2018:	£	£
Current account	48975.86	
Business reserve	30685.14	
Bloom account	4419.31	
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Petty cash float (if applicable)	N/A	8480.31
Less: any un-presented cheques at 31 March 2018		
Cheque number 00247	(25.00)	
00250	(25.00)	
00258	(92.50)	
00259	(400.00)	
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Add: any un-banked cash at 31 March 2018	N/A	(542.50)
		83537.81
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Net balances as at 31 March 2018 (Box 8)		83538.00

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)	49022.00
Add: Receipts in the year	103163.00
Less: Payments in the year	(68647.00)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> 83538.00 <hr/>

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