

Bank reconciliation – pro forma

Name of smaller authority: _____ Stalmine Parish 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 ___ 10.04.18 _____

	£	£
Balance per bank statements as at 31 March 2018:		
Current account	2676.00	
Business reserve	4245.00	
General reserve	3409.00	
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		10330.00
Petty cash float (if applicable)	N/A	
Less: any un-presented cheques at 31 March 2018		
Cheque number 01445	(93.00)	
01447	(225.00)	
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		(318.00)
Add: any un-banked cash at 31 March 2018	N/A	
		10012.00
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Net balances as at 31 March 2018 (Box 8)		<u>10012.00</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)	25451.00
Add: Receipts in the year	46522.00
Less: Payments in the year	(61961.00)
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>10012.00</u>

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