

Bank reconciliation – pro forma

Name of smaller authority: ___ Grindleton Parish
Council _____

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

Financial year ending 31 March 2018

Prepared by ___ EB Holden
Clerk/RFO _____ (Name and role)

Date _ 3.5.2018 _____

Balance per bank statements as at 31 March 2018:		
Current account	£	£
Deposit account	14387.15	
	9791.34	
		24179.49
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
Add: any un-banked cash at 31 March 2018		
Net balances as at 31 March 2018 (Box 8)		<u>24179.49</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)	18016
Add: Receipts in the year £17,169	
Less: Payments in the year £11,006	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>24179</u>

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