Bank reconciliation – pro forma

Name of smaller authority: REEPHAM PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by BRIAN WHARTON CLERK/RFO OFFICER (Name and role)

Date 7 JUNE 2018

Balance per bank statements as at 31 March 2018:	£	£
	53,004	
Petty cash float (if applicable)	82	
Less: any unpresented cheques at 31 March 2018	3670	
	49416	
Add: any un-banked cash at 31 March 2018		
	49416	
Net balances as at 31 March 2018 (Box 8)		

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)	49488
Add: Receipts in the year	13033
Less: Payments in the year	13015
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	49416

(See example for guidance if required)