

Bank reconciliation – pro forma

Name of smaller authority: _____WHATFIELD PARISH COUNCIL_____

County area (local councils and parish meetings only): _____BABERGH DISTRICT COUNCIL_____

Financial year ending 31 March 2018

Prepared by MRS LYNN KING PARISH CLERK _____(Name and role)

Date 31/5/18

Balance per bank statements as at 31 March 2018:

£

£

_____ 9517.28

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

N/A
76.87

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

_____ 9440.41

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)

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

9851.88
18630.80
19042.35

_____ 9440

(See example for guidance if required)