Bank reconciliation – pro forma

Name of smaller authority: _Thelbridge Parish Council_____

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

Financial year ending 31 March 2018

Prepared by_Mrs J de Rochefort__Clerk & RFO_____(Name and role)

Date_4/4/2018_____

	£	£
Balance per bank statements as at 31 March 2018:	1709	
	N/A	
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2018	None	
Add: any un-banked cash at 31 March 2018	None	
Net balances as at 31 March 2018 (Box 8)		1709

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)	1673
Add: Receipts in the year	1520
Less: Payments in the year	1484
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	1709

(See example for guidance if required)