

Bank reconciliation – pro forma

Name of smaller authority: SHEBBEAR PARISH COUNCIL

County area (local councils and parish meetings only): TORRIDGE (NORTH DEVON)

Financial year ending 31 March 2018

Prepared by MA Whatley Parish Clerk (Name and role)

Date _____

Balance per bank statements as at 31 March 2018:

£ £

12 993-84

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

45-00

70-50

842-00

139-00

10 96-50

Add: any un-banked cash at 31 March 2018

11 897-34

Net balances as at 31 March 2018 (Box 8)

Reserve

9 737-21

26 635-55

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)

23 024-18

Add: Receipts in the year

18,437-70

Less: Payments in the year

(19,827-33)

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

21,634-55

(See example for guidance if required)