

Bank reconciliation – pro forma

Name of smaller authority: NEW EASTBOLD PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by SARAH BRACKSHAW (CLERK RFO) (Name and role)

Date 23.4.18

Balance per bank statements as at 31 March 2018: £

£

68465.08

Petty cash float (if applicable)

68.32

Less: any un-presented cheques at 31 March 2018

764.02

Add: any un-banked cash at 31 March 2018

67769.44

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)

66634.33

Add: Receipts in the year

30762.72

Less: Payments in the year

29627.61

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

67769.44

(See example for guidance if required)