Bank reconciliation – pro forma

Name of smaller authority: BARTHOMLEY PARISH COUNCIL

County area (local councils and parish meetings only): CHESHIRE EAST

Financial year ending 31 March 2018

Prepared by MARK BAILEY, PARISH CLERK (Name and role)

Date 7.5.18

	£	£
Balance per bank statements as at 31 March 2018:	10,622.96	
		10,622.96
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2018		
Cheque Number 000509	(25.50)	
		(25.50)
Add: any un-banked cash at 31 March 2018		
	0.00	0.00
Net balances as at 31 March 2018 (Box 8)		10,597.46

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)	8,855.82
Add: Receipts in the year	4,575.83
Less: Payments in the year	2,834.19
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	10,597.46

(See example for guidance if required)