

Bank reconciliation – pro forma

Name of smaller authority: BOLDRE PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by PETER LOCK, CLERK AND RESPONSIBLE FINANCE OFFICER (Name and role)

Date 1/6/2018

Balance per bank statements as at 31 March 2018:

£ £
28,725.65

Petty cash float (if applicable)

NIL

Less: any un-presented cheques at 31 March 2018

NIL

Add: any un-banked cash at 31 March 2018

NIL

Net balances as at 31 March 2018 (Box 8)

28,725.65

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)

19,310.48

Add: Receipts in the year

29,965.34

Less: Payments in the year

20,550.17

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

28,725.65

(See [example](#) for guidance if required)