

Bank reconciliation – pro forma

LYTHE PARISH COUNCIL

Name of smaller authority: _____

NORTH YORKSHIRE

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

Financial year ending 31 March 2018

J A CLARK

Prepared by _____ (Name and role)

31 MARCH 2018

Date _____

Balance per bank statements as at 31 March 2018:		£	£
Savings	5415.77		
Current	36.01		

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

5451.78

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) 5491.74

Add: Receipts in the year 7292.72

Less: Payments in the year 7332.68

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) 5451.78

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