

## Bank reconciliation – pro forma

Name of smaller authority: \_\_\_\_\_ Henstridge Parish Council \_\_\_\_\_

County area (local councils and parish meetings only): \_\_\_\_\_ Somerset \_\_\_\_\_

### Financial year ending 31 March 2018

Prepared by \_\_Zöe Godden – Parish Clerk and RFO \_\_\_\_\_ (Name and role)

Date \_\_31/03/2018 \_\_\_\_\_

Balance per bank statements as at 31 March 2018:	£	£
Current Account	4916.76	
Deposit Account	73788.85	
Project Account	4578.87	
		83284.48
Petty cash float (if applicable)		0.00
Less: any un-presented cheques at 31 March 2018		
Cheque number 3636	(41.15)	
		(41.15)
Add: any un-banked cash at 31 March 2018		
	0	0
Net balances as at 31 March 2018 (Box 8)		83243.33
<b><i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:</i></b>		
<b>CASH BOOK:</b>		
Opening Balance 1 April 2017 (Prior year Box 8)		61457
Add: Receipts in the year		97244
Less: Payments in the year		75459
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		83242

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