Bank reconciliation – pro forma

Name of smaller authority: ____STURMER PARISH COUNCIL_____

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

Financial year ending 31 March 2018

Prepared by__MR IAN BROWN CLERK & RFO_____(Name and role)

Date___17/04/2018___

	£	£
Balance per bank statements as at 31 March 2018:		
	12694	
Petty cash float (if applicable)	0	
Less: any unpresented cheques at 31 March 2018	0	
	12694	
Add: any un-banked cash at 31 March 2018	0	
		12694
Net balances as at 31 March 2018 (Box 8)		

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)	15995
Add: Receipts in the year	8052
Less: Payments in the year	11353
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	12694

(See example for guidance if required)