

# Bank reconciliation – pro forma

Name of smaller authority: Ropsley & District Parish Council

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

Financial year ending 31 March 2018

Prepared by Adrian Illingworth (Clerk / R/S) (Name and role)

Date 17.5.18

Balance per bank statements as at 31 March 2018:

£                      £

Petty cash float (if applicable)

\_\_\_\_\_ 5750.75

Less: any un-presented cheques at 31 March 2018

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Add: any un-banked cash at 31 March 2018

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Net balances as at 31 March 2018 (Box 8)

\_\_\_\_\_ 5750.75

**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)

2045

Add: Receipts in the year

17662

Less: Payments in the year

13958

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

5750

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