

Bank reconciliation – pro forma

Name of smaller authority: South Petherwin Parish Council

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

Financial year ending 31 March 2018

Prepared by Rebecca Frame, Parish Clerk

Date 13 June 2018

	£
Balance per bank statements as at 31 March 2018	13,627.75
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)	13,627.75

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)	10,648.44
Add: Receipts in the year	9,533.79
Less: Payments in the year	6554.48
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	13,627.75

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