

Bank reconciliation – pro forma

Name of smaller authority: WASH PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by _____ (Name and role)

Date _____

Balance per bank statements as at 31 March 2018:	£	£
	_____	4,141
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)		<u>4,141</u>

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)	3,730
Add: Receipts in the year	1450
Less: Payments in the year	1039
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>4141</u>

(See example for guidance if required)