

Bank reconciliation – pro forma

Name of smaller authority: KEMBERTON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by V.N.Voysey, RFO

Date: 31/3/18

Balance per bank statements as at 31 March 2018:	£	£
<i>Treasurers Account</i>	2711.14	
<i>Business Bank Instant</i>	1552.68	
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Petty cash float (if applicable)		4263.82
Less: any un-presented cheques at 31 March 2018	208.55	
	90.00	
	136.44	
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		434.99
Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		3828.83

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)	2874.50
Add: Receipts in the year	3084.38
Less: Payments in the year	2130.05
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	3828.83

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