

Bank reconciliation – pro forma

Name of smaller authority: EXBOURNE WITH JACOBSTOWE PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by Zena Tett – Parish Clerk (Name and role)

Date 25th April 2018

Balance per bank statements as at 31 March 2018:	£	£
Classic Account	<u>10933.90</u>	10933.90
Petty cash float (if applicable)		0.00
Less: any un-presented cheques at 31 March 2018		
Cheque No. 827	(43.24)	
Cheque No. 828	(923.80)	
Cheque No. 829	(180.00)	
Cheque No. 830	<u>(15.00)</u>	
		(1162.04)
Add: any un-banked cash at 31 March 2018	<u>0.00</u>	
Net balances as at 31 March 2018 (Box 8)		<u>9771.86</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)	10212.00
Add: Receipts in the year	11485.30
Less: Payments in the year	11925.16
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>9771.86</u>

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