

Bank reconciliation – pro forma

Name of smaller authority: **Carlton on Trent Parish Council**

County area (local councils and parish meetings only): **Nottinghamshire**
Financial year ending 31 March 2018

Prepared by: Tanya Grimes (Clerk/RFO)

Date: 7th April 2018

| | | |
|--|-------|-------|
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Current Account | 552 | |
| Deposit Account | 5142 | |
| | <hr/> | 5694 |
| Less: any unpresented cheques at 31 March 2018 | | 0 |
| | <hr/> | |
| Add: any un-banked cash at 31 March 2018 | | 0 |
| | <hr/> | |
| Net balances as at 31 March 2018 (Box 8) | | <hr/> |

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) | 5139 |
| Add: Receipts in the year | 3409 |
| Less: Payments in the year | (2854) |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) | <hr/> 5694 <hr/> |

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