

## Bank reconciliation – pro forma

Name of smaller authority: Newington (Swale) Parish Council

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

### Financial year ending 31 March 2018

Prepared by Mrs Wendy Licence, Clerk and Responsible Finance Officer

Date 09.05.18

Balance per bank statements as at 31 March 2018:	£	£
	77,844	
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Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2018	2,036	
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Add: any un-banked cash at 31 March 2018	0	
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Net balances as at 31 March 2018 (Box 8)		<u>75,808</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)	90,721
Add: Receipts in the year	67,939
Less: Payments in the year	82,852
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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)	<u>75,808</u>

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