

## Bank reconciliation – pro forma

Name of smaller authority: \_\_Folke Parish Council\_\_\_\_\_

County area (local councils and parish meetings only): \_\_Dorset\_\_\_\_\_

### Financial year ending 31 March 2025

Prepared by Penny Pitcher, Parish Clerk and RFO

Date 29<sup>th</sup> June 2025

Balance per bank statements as at 31 March 2025:	£	£
Current Account	<u>3708</u>	
Petty cash float (if applicable)	0.00	
Less: any unpresented cheques at 31 March 2025	0.00	
	<u>          </u>	
Add: any un-banked cash at 31 March 2025	0.00	
	<u>          </u>	
Net balances as at 31 March 2025 (Box 8)	3708	<u>          </u>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2024 (Prior year Box 8)	4716	
Add: Receipts in the year	6565	
Less: Payments in the year	7574	
		<u>          </u>
Closing balance per cash book [receipts and payments book] as at 31 March 2025 (must equal net balances above – Box 8)	3707	<u>          </u>

*(RFO note – closing balance at 31 March 2025 has a difference of £1.00 from figure of net balances as at 31 March 2025 above due to rounding error in Closing Balance in 2023/24)*

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