

Bank reconciliation – pro forma

Name of smaller authority: Nettlestone and Seaview Parish Council

County area (local councils and parish meetings only): Isle of Wight

Financial year ending 31 March 2018

Prepared by Mark Pink: Clerk and RFO (Name and role)

Date 5th April 2018

Balance per bank statements as at 31 March 2018:	£	£
Treasurers Account	20,434	
Business Instant Access Account	30,903	
	<hr/>	51,338
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
Cheque Number 002199	55.00	
002244	240.00	
002245	1,048.50	
002246	80.00	
002247	25.00	
	<hr/>	(1448.50)
Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		49889.50

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)	35536.23
Add: Receipts in the year	77040.43
Less: Payments in the year	62687.16
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> 49889.50

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