

Bank reconciliation – pro forma

Name of smaller authority: Patchetto on the Weake Parish Council

County area (local councils and parish meetings only): Charnwood Borough Council

Financial year ending 31 March 2018

Prepared by Helen Chadwick, Clerk (Name and role)

Date 11.05.18

Balance per bank statements as at 31 March 2018:

£

£

9,583.00

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

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Add: any un-banked cash at 31 March 2018

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Net balances as at 31 March 2018 (Box 8)

9,583.00

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)

11,374.00

Add: Receipts in the year

2,971.00

Less: Payments in the year

4,762.00

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

9,583.00

(See example for guidance if required)