

Bank reconciliation – pro forma

Name of smaller authority: **SEEND PARISH COUNCIL**

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

Prepared by: **MRS SUE BOND, CLERK AND RFO**

Date: **12th June 2018**

Balance per bank statements as at 31 March 2018:	£15,992	

Petty cash float (if applicable) Not applicable		
Less: any un-presented cheques at 31 March 2018	£ 2,041	

Add: any un-banked cash at 31 March 2018	0	

Net balances as at 31 March 2018 (Box 8)		<u>£13,951</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)	£11,574	
Add: Receipts in the year	£16,544	
Less: Payments in the year	£13,856	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>£14,262</u>

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