

Bank reconciliation – pro forma

Name of smaller authority: Newton St Cyres Parish Council

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

Financial year ending 31 March 2018

Prepared by: Jane Hole, Parish Clerk, RFO

(Name and role)

Date

Balance per bank statements as at 31 March 2018:	£
Current Account	13,002
Footpath Account	407
Reserve Account	1,500

Petty cash float (if applicable)	0.00
	0.00

Less: any unpresented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018	0.00
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Net balances as at 31 March 2018 (Box 8)	14,909
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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)	11,378
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Add: Receipts in the year	16,016
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Less: Payments in the year	12,485
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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)	14,909
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(See [example](#) for guidance if required)