

Bank reconciliation – pro forma

Name of smaller authority: Shobrooke Parish Council

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

Financial year ending 31 March 2018

Prepared by Jane Hole, Parish Clerk and RFO

(Name and role)

Date: 07 April 2018

Balance per bank statements as at 31 March 2018:

Current Account

£
2,831

Reserve Account

5,790

Petty cash float (if applicable)

0.00

Less: any un-presented cheques at 31 March 2018

0.00

0.00

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

8,621

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)

8,239

Add: Receipts in the year

7,616

Less: Payments in the year

7,234

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

8,621

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