

Bank reconciliation – pro forma

Name of smaller authority: WHITTON + TOSSON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by _____ (Name and role)

Date _____

Balance per bank statements as at 31 March 2018:

£ £

2279 -

Petty cash float (if applicable)

N/A

Less: any un-presented cheques at 31 March 2018

N/A

N/A

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

2279

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)

1019

Add: Receipts in the year

2147

Less: Payments in the year

887

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

2279

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