

Bank reconciliation – pro forma

Name of smaller authority: _____ Ludgvan Parish Council _____

County area (local councils and parish meetings only): _____ Cornwall _____

Financial year ending 31 March 2018

Prepared by _____ Joan Beveridge, Clerk and RFO _____ (Name and role)

Date 9/05/2018

Balance per bank statements as at 31 March 2018:	£	£
	<u>48,388</u>	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018	100	
	<u>48,288</u>	
Add: any un-banked cash at 31 March 2018		
		<u>48,288</u>

Net balances as at 31 March 2018 (Box 8) _____ 48,288

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)		37,574
Add: Receipts in the year	60,846	
Less: Payments in the year	50,132	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>48,288</u>

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