

Bank reconciliation – pro forma

Name of smaller authority: Newton Kyme cum Toulston Parish Council _____

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

Financial year ending 31 March 2018

Prepared by Vivienne Skinner (Clerk/RFO) _____ (Name and role)

Date 9th April 2018 _____

Balance per bank statements as at 31 March 2018:		
Community Account	£	£
	1,376	
Business Money Manager Account	<u>6,899</u>	
		<u>8,275</u>
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018	_____	

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

Net balances as at 31 March 2018 (Box 8)		<u>8,275</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)	8,457
Add: Receipts in the year	3,768
Less: Payments in the year	3,950
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>8,275</u>

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