

## Bank reconciliation – pro forma

Name of smaller authority: WENDLING PARISH COUNCIL

County area (local councils and parish meetings only): \_\_\_\_\_

Financial year ending 31 March 2018

Prepared by G Hubbard (Name and role)

Date 03/05/2018

Balance per bank statements as at 31 March 2018:

Community Account  
Business Account

	£	£
Community Account	4,682.43	
Business Account		7,578.97

Petty cash float (if applicable) N/A

Less: any un-presented cheques at 31 March 2018

N/A

12,261.40

Add: any un-banked cash at 31 March 2018

N/A

Net balances as at 31 March 2018 (Box 8)

4,682.43  
7,578.97

**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)

Add: Receipts in the year

Less: Payments in the year

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

3,028.16
<u>7,573.86</u>
10,602.02
6,821.14
<u>5,161.76</u>

4,682.43  
7,578.97

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