

Bank reconciliation – pro forma

Name of smaller authority: DOVERIDGE PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by RACHEL MALE, CLERK/RFO (Name and role)

Date 04-06-18

Balance per bank statements as at 31 March 2018:

£
£13,778-97

Petty cash float (if applicable)

£45-50

Less: any unpresented cheques at 31 March 2018

£21-00

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

£13,757-97
(£13,758)

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)

£9551

Add: Receipts in the year

£23,792

Less: Payments in the year

£19,585

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

£13,758

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