**Bank reconciliation – pro forma**

Name of smaller authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Spurstow Parish Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Financial year ending 31 March 2018**

Prepared by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Louise Hare Parish Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name and role)

Date\_\_\_2.05.18\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
|  |  |  |
|  |  |  |
|  | 8,327.00 |  |
|  |  |  |
| Petty cash float (if applicable) | n/a |  |
| Less: any unpresented 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) | 8,327.00 |  |
|  |  |  |
| ***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) 5,393.00  Add: Receipts in the year 6,330.00Less: Payments in the year (3,396.00)  |  |  |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 8,327.00 |

(See [example](https://www.pkf-littlejohn.com/sites/default/files/media/documents/bank_reconciliation_example_2017-18_0.pdf) for guidance if required)