

Bank reconciliation – pro forma

Name of smaller authority: Knowstone Parish Council

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

Financial year ending 31 March 2018

Prepared by Wendy Sweet, Parish Clerk & RFO (Name and role)

Date 18.05.18

| | | |
|--|----------|-----------------|
| Balance per bank statements as at 31 March 2018: | | |
| Treasurers Account | £ | £ |
| | 16402.76 | |
| Bus Bank instant | 10053.82 | |
| | <hr/> | |
| | 26456.52 | 26456.52 |
| Petty cash float (if applicable) | | |
| Less: any un-presented cheques at 31 March 2018 | | |
| Cheque No. 249 | 477.03 | |
| Cheque No. 250 | 182.30 | |
| Cheque No. 251 | 51.00 | |
| | <hr/> | |
| | | 710.33 |
| Add: any un-banked cash at 31 March 2018 | | |
| | | <hr/> |
| Net balances as at 31 March 2018 (Box 8) | | <u>25746.19</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) | 24574 |
| Add: Receipts in the year | 10937 |
| Less: Payments in the year | 9765 |
| | <hr/> |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) | <u>25746</u> |

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