

Bank reconciliation – pro forma

Name of smaller authority: Misterton Parish Council

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

Financial year ending 31 March 2018

Prepared by: K Sheehan (Clerk & RFO)

Date: 24th April 2018

Balance per bank statements as at 31 March 2018:	£	£
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		£35,149.91
Petty cash float (if applicable):	NONE	
Less: any un-presented cheques at 31 March 2018	£799.20	
	£300.00	
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Add: any un-banked cash at 31 March 2018:	NONE	
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		£34,050.71
Net balances as at 31 March 2018 (Box 8):		<hr/>

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):	£30,983.28	
Add: Receipts in the year	£21,727.21	
Less: Payments in the year	£18,659.78	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	£34,050.71	<hr/>
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(See [example](#) for guidance if required)