

Bank reconciliation – pro forma

Name of smaller authority: Okehampton Hamlets Parish Council

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

Financial year ending 31 March 2018

Prepared by -- Jane Gillard, Parish Clerk and RFO

Date _____

Balance per bank statements as at 31 March 2018:	£	£
Current account	18165.73	
Business Reserve Account	26387.36	
	<hr/>	44553.09
Petty cash float (if applicable)		0
Less: any unpresented cheques at 31 March 2018		
Cheque number 001286	(300.00)	
	<hr/>	(300.00)
Add: any un-banked cash at 31 March 2018		0
	<hr/>	<hr/>
Net balances as at 31 March 2018 (Box 8)		<u>44253.09</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)	35521.00
Add: Receipts in the year	25129.69
Less: Payments in the year	16398.08
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> <u>44252.61</u>

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