

Bank reconciliation – pro forma

Name of smaller authority: EARNHAM PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by SARA-JANE NEWENHAM (Name and role) PARISH CLERK

Date 8th MAY 2018

Balance per bank statements as at 31 March 2018:

£ £

4636.88

Petty cash float (if applicable)

0.00

Less: any un-presented cheques at 31 March 2018

50.00

4586.88

Add: any un-banked cash at 31 March 2018

0.00

Net balances as at 31 March 2018 (Box 8)

4586.88

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)

2969.76

Add: Receipts in the year

4600.00

Less: Payments in the year

2982.88

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

4586.88

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