

Bank reconciliation – pro forma

Name of smaller authority: BARTON TURF + IRSTEAD PARISH COUNCIL

County area (local councils and parish meetings only): NORTH NORFOLK

Financial year ending 31 March 2018

Prepared by D. BRADLEY PARISH CLERK/RFO (Name and role)

Date 25/5/18

Balance per bank statements as at 31 March 2018: £ £

7955

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

7955

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)

5037

Add: Receipts in the year

7844

Less: Payments in the year

4925

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

7955

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