

Bank reconciliation – pro forma

Name of smaller authority: HOLFORD PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by H.Stanley – Clerk/RFO (Name and role)

Date 25 April 2018

Balance per bank statements as at 31 March 2018:	£9960.59
Petty cash float (if applicable)	
Less: any un-presented cheques at 31 March 2018	
Add: any un-banked cash at 31 March 2018	<hr/>
Net balances as at 31 March 2018 (Box 8)	<hr/> 9960.59 <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)	0.00
Add: Receipts in the year	
Less: Payments in the year	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> 0.00 <hr/>

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