

Bank reconciliation – pro forma

Name of smaller authority: HINTON BLEWETT PARISH COUNCIL

County area (local councils and parish meetings only): Bath & North East Somerset

Financial year ending 31 March 2018

Prepared by Emily Merko, former Clerk (Name and role)

Date 13th April 2018

Balance per bank statements as at 31 March 2018:	£	£
Current Account	1,901.88	
Deposit Account	6,115.70	
	8,017.58	
Petty cash float (if applicable)	n/a	
Less: any un-presented cheques at 31 March 2018	79.99	
	7,937.59	
Add: any un-banked cash at 31 March 2018	0	
		7,937.59

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)		6,328
Add: Receipts in the year		10,235
Less: Payments in the year		8,625
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		7,938

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