

Bank reconciliation – pro forma

Name of smaller authority: Great Budworth Parish Council

County area (local councils and parish meetings only): Cheshire West and Chester

Financial year ending 31 March 2018

Prepared by: Rachel Ollier, Clerk & RFO

Date: 05/04/2018

Balance per bank statements as at 31 March 2018:	£	£
	<u>9,855.70</u>	9,855.70
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2018	41.00	
Cheque Number 825		
	<u> </u>	(41.00)
Add: any un-banked cash at 31 March 2018	0	
None		
	<u> </u>	
Net balances as at 31 March 2018 (Box 8)		<u>9,814.70</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)	7,610.10
Add: Receipts in the year	12,971.40
Less: Payments in the year	10,766.80
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>9,814.70</u>

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