

Bank reconciliation – pro forma

Name of smaller authority: HULCOTT PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by R. POWELL, CLERK & RFO (Name and role)

Date 9-4-18

	£	£
Balance per bank statements as at 31 March 2018:		
Current account	3982.74	
Deposit account	<u>251.94</u>	
	4234.68	
Petty cash float (if applicable)		0
Less: any un-presented cheques at 31 March 2018		
Cheque no. 000366	(240.00)	
		<u>(240.00)</u>
Add: any un-banked cash at 31 March 2018		0
		<u>0</u>
Net balances as at 31 March 2018 (Box 8)		<u>3994.68</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)	1807.98
Add: Receipts in the year	5146.21
Less: Payments in the year	<u>2959.51</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>3994.68</u>

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