

Bank reconciliation – pro forma

Name of smaller authority: _____ **Walton Parish Council**

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

Financial year ending 31 March 2018

Prepared by _____ R J Hallam Parish Clerk
_____(Name and role)

Date 27/04/18 _____

Balance per bank statements as at 31 March 2018: £28956 £

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018 £230

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8) £28726

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK: £28255

Opening Balance 1 April 2017 (Prior year Box 8)

Add: Receipts in the year £13562

Less: Payments in the year £13091

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) £28726

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