

## Bank reconciliation – pro forma

Name of smaller authority: CLEHONGER PARISH COUNCIL

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

**Financial year ending 31 March 2018**

Prepared by ALISON WRIGHT CLERK (Name and role)

Date 20/5/18

Balance per bank statements as at 31 March 2018:

£                      £

24076.09

Petty cash float (if applicable)

0.00

Less: any unpresented cheques at 31 March 2018

93.00

Add: any un-banked cash at 31 March 2018

0.00

Net balances as at 31 March 2018 (Box 8)

23983.09

***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)

15972.62

Add: Receipts in the year

22369.10

Less: Payments in the year

14358.63

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

23983.09

(See example for guidance if required)