

Bank reconciliation – pro forma

Name of smaller authority: LONGNOR PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by STEPHEN MANSFIELD (RFO) (Name and role)

Date _____

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

18,160

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

17

Net balances as at 31 March 2018 (Box 8)

18,177

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)

22,958

Add: Receipts in the year

62,911

Less: Payments in the year

(67,692)

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

18,177

(See example for guidance if required)