

Bank reconciliation – pro forma

Name of smaller authority: **_Caythorpe and Frieston Parish Council**

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

Financial year ending 31 March 2018

Prepared by: Mr Mel Stevens – CFPC Parish Clerk (Name and role)

Date_04/04/2018

Balance per bank statements as at 31 March 2018:	£	£
Unity Trust Bank a/c 20369598	32941.34	32941.34
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Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
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Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		32941.34

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)	31084.70	
Add: Receipts in the year	46737.39	
Less: Payments in the year	44880.75	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		32941.34

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