

Bank reconciliation – pro forma

Name of smaller authority: ____Hartwell Parish Council_____

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

Financial year ending 31 March 2018

Prepared by Lynn Lavender Interim Clerk/RFO_____(Name and role)

Date__9 May 2018__

Balance per bank statements as at 31 March 2018:		
Santander	£	£
Unity trust	62979.44	
	16744.93	
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	79724.37	79724
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
R Wain	96	
Garden Machines	399	
Hartwell community Centre	160	
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	655	-655
Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		79069

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)	76315
Add: Receipts in the year	68450
Less: Payments in the year	-65696
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	79069

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