

## Bank reconciliation – pro forma

Name of smaller authority Shalden Parish Council

County area (local councils and parish meetings only): East Hampshire

### Financial year ending 31 March 2018

Prepared by Dr Robert Wood (Clerk and RFO)

Date 10/05/2018

Balance per bank statements as at 31 March 2018:		
Current Account	£	£
	3829.49	
Business Reserve Account	2061.42	
		5890.91
Petty cash float (if applicable)		10.54
Less: any un-presented cheques at 31 March 2018		
None		
Add: any un-banked cash at 31 March 2018		
None		
		5901.45
Net balances as at 31 March 2018 (Box 8)		

***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)	3308.97*
Add: Receipts in the year	8365.46
Less: Payments in the year	5772.98
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	5901.45

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

\*Figure from box 8 2016/17 did not include petty cash float of £23.54, original figure £3285.43