

Bank reconciliation – pro forma

Name of smaller authority: Orcop Parish Council

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

Financial year ending 31 March 2018

Prepared by Kath Greenow Parish Clerk, (Name and role)

Date 15/5/18

Balance per bank statements as at 31 March 2018:

£ £

26 679-85

Petty cash float (if applicable)

NK .

Less: any un-presented cheques at 31 March 2018

411
412
413
414
415
416

61.20
61.20
504-00
50-20
402-18
220-00

Add: any un-banked cash at 31 March 2018

1298-78

Net balances as at 31 March 2018 (Box 8)

25381.07

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)

14790-32

Add: Receipts in the year

21990-21

Less: Payments in the year

11399-46

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

25381.07.

(See example for guidance if required)