

Bank reconciliation – pro forma

Name of smaller authority: _____ Claife Parish Council _____

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

Financial year ending 31 March 2019

Prepared by _____ Joanne Heather – Clerk & RFO _____ (Name and role)

Date _____ 8th May 2019 _____

Balance per bank statements as at 31 March 2019:	£	£
Cumberland Building Society		6,769.54
- Current account		

Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2019		

Add: any un-banked cash at 31 March 2019		

Net balances as at 31 March 2019 (Box 8)		<u>6,769.54</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2018 (Prior year Box 8)	21363
Add: Receipts in the year	9591
Less: Payments in the year	24185

Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above – Box 8)	<u>6769</u>

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