

Bank reconciliation – pro forma

Name of smaller authority: WRIGHTINGTON PARISH COUNCIL

County area (local councils and parish meetings only): LANCASHIRE (WEST)

Financial year ending 31 March 2018

Prepared by MRS C.A. CROSS - CLERK TO PARISH COUNCIL (Name and role)
+ R.F.O.

Date 18/5/18

Balance per bank statements as at 31 March 2018:

CURRENT
RESERVE

	£	£
	100.00	
	14,661.24	
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Petty cash float (if applicable)

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Less: any unpresented cheques at 31 March 2018

444.99

Add: any un-banked cash at 31 March 2018

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Net balances as at 31 March 2018 (Box 8)

£14,316.25

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)

2,086.97

Add: Receipts in the year

33,731.17

Less: Payments in the year

21,501.89

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

£14,316.25

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