

Bank reconciliation – pro forma

Name of smaller authority: MIDDLETON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by JOHN ROWE PARISH CLERK & RFD (Name and role)

Date 18/4/18

Balance per bank statements as at 31 March 2018:	£	£
	<u>7939.03</u>	
Petty cash float (if applicable)	100.00	8039.03
Less: any un-presented cheques at 31 March 2018	1397 510.00 1403 245.71 1404 25.08 1405 44.48 1406 31.30 1407 <u>50.70</u>	
Add: any un-banked cash at 31 March 2018	Nil 0.00	
	<u>906.64</u>	7131.76
Net balances as at 31 March 2018 (Box 8)		<u>7131.76</u>

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)	5606.48
Add: Receipts in the year	14543.40
Less: Payments in the year	13018.12
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>7131.76</u>

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