

Bank reconciliation – pro forma

Name of smaller authority: Lighthorne Parish Council

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

Financial year ending 31 March 2018

Prepared by Corinne Hill, Financial Officer (Name and role)

Date 10th June 2018

| | | |
|--|-----------|------------------|
| Balance per bank statements as at 31 March 2018: | £ | £ |
| | 10,918.42 | |
| | 7,219.56 | |
| | <hr/> | |
| | 18,137.98 | 18,137.98 |
| Petty cash float (if applicable) | | |
| Less: any un-presented cheques at 31 March 2018 | 1,467.90 | |
| | | |
| | <hr/> | |
| | 1,467.90 | 1,467.90 |
| Add: any un-banked cash at 31 March 2018 | | |
| | | |
| | <hr/> | |
| Net balances as at 31 March 2018 (Box 8) | | <u>16,670.08</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) | 18,491.02 |
| Add: Receipts in the year | 19,929.14 |
| Less: Payments in the year | 21,750.08 |
| | <hr/> |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) | <u>16,670.08</u> |

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