

**Bank reconciliation – pro forma**

Name of smaller authority: ASHBY CUM FENBY PARISH COUNCIL

County area (local councils and parish meetings only): \_\_\_\_\_

**Financial year ending 31 March 2018**

Prepared by Mrs K. Kirkham (Clerk/RFO) (Name and role)

Date 16/4/2018

Balance per bank statements as at 31 March 2018: £ £

3005

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

\_\_\_\_\_  
Add: any un-banked cash at 31 March 2018

\_\_\_\_\_  
Net balances as at 31 March 2018 (Box 8) 3005

***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) 1564

Add: Receipts in the year 4480

Less: Payments in the year 3039

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) 3005



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