

## Bank reconciliation – pro forma

Name of smaller authority: Billington Parish Council

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

Financial year ending 31 March 2018

Prepared by Mrs Griselda Hubbard, RFO (Name and role)

Date 30.04.2018

Balance per bank statements as at 31 March 2018:

£                      £

4,923.75

Petty cash float (if applicable) N/A

Less: any un-presented cheques at 31 March 2018

0.00

Add: any un-banked cash at 31 March 2018

0.00

Net balances as at 31 March 2018 (Box 8)

4,923.75

***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)

4,905.79

Add: Receipts in the year

4,977.09

Less: Payments in the year

4,959.13

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

4,923.75

(See example for guidance if required)