

Bank reconciliation – pro forma

Name of smaller authority: BUDOCK PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by LOIS IDDON - CLERK/RFO (Name and role)

Date 10th April 2018

Balance per bank statements as at 31 March 2018:		£	£
Treasurers Account		18,860	
Deposit Account		13,255	
Earmarked funds account (Election Costs)		2,931	
Earmarked NDP funds in Santander Acct.		<u>5,783</u>	
TOTAL as per Bank Statements		40,829	
Petty cash float (if applicable)		00	00
Less: any un-presented cheques at 31 March 2018			
1009		328.80	
1011		36.00	
1012		117.79	
1013		824.54	
1015		279.21	
Total Unpresented cheques			1586.34
Add: any un-banked cash at 31 March 2018		00	00
			39242.66
Net balances as at 31 March 2018 (Box 8)			
		Rounded up	<u>39243</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:	To nearest £
Opening Balance 1 April 2017 (Prior year Box 8)	33450
Add: Receipts in the year	25090
Less: Payments in the year	19297
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>39243</u>

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