

Bank reconciliation – pro forma

Name of smaller authority: HAVENSTREET & ASHEY PARISH COUNCIL

County area (local councils and parish meetings only): ISLE OF WIGHT

Financial year ending **31 March 2018**

Prepared by RICHARD PRIEST (PARISH CLERK + RFO) (Name and role)

Date 03/05/2018

Balance per bank statements as at 31 March 2018:

£ £
13,193

Petty cash float (if applicable)

406

Less: any un-presented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

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Net balances as at 31 March 2018 (Box 8)

12,787

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)

11 571

Add: Receipts in the year

12 512

Less: Payments in the year

11 296

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

12 787

(See example for guidance if required)