

Bank reconciliation – pro forma

Name of smaller authority: ANEUBURY PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by LIZ MOORE (CLERK / RFO) (Name and role)

Date 15TH MAY 2018

Balance per bank statements as at 31 March 2018:		£	£ TOTAL
	HSBC	19,861.68	
	LLOYDS	1,435.68	
		<hr/>	21,297.36

Petty cash float (if applicable) → n/a

Less: any un-presented cheques at 31 March 2018

6/2/2018	HSBC CHEQUE N ^o 100451	16.00
6/3/2018	HSBC CHEQUE N ^o 100452	500.00
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Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8) £ 20,781.36

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)		18,676.08
Add: Receipts in the year	HSBC (£16,708.66)	LLOYDS (£943.90)
Less: Payments in the year	(£13,564.79)	(£1,982.49)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>£ 20,781.36</u>

(See example for guidance if required)