

Bank reconciliation – pro forma

Name of smaller authority: Mendlesham Parish Council
County area (local councils and parish meetings only): Suffolk

Financial year ending 31 March 2018

Prepared by Sharon Jones Responsible Finance Officer and Parish Clerk

Date 30.4.18

Balance per bank statements as at 31 March 2018:		£	£
Deposit 34 th Bomb Group	11724.68		
Current	23462.44		
Deposit	10007.55		
32 day notice account	40289.45		
		<u>85484.12</u>	
Petty cash float (if applicable)		0.00	
Less: any un-presented cheques at 31 March 2018			
Chq no 000721	500.00		
Chq no 000726	100.00		
		(600.00)	
Add: any un-banked cash at 31 March 2018	0.00	0.00	
Net balances as at 31 March 2018 (Box 8)			<u>84884.12</u>

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)		81042.50
Add: Receipts in the year	50379.50	
Less: Payments in the year	(46537.88)	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>84884.12</u>

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