

Bank reconciliation – pro forma

Name of smaller authority: Keinton Mandeville Parish Council

County area (local councils and parish meetings only): South Somerset District Council

Financial year ending 31 March 2018

Prepared by Sue Graham, Clerk and Responsible Finance Officer (Name and role)

Date 09/04/18

Balance per bank statements as at 31 March 2018:	£	£
Current	1000	
Business	23497	
Saver	5119	
	<hr/>	29,616
Petty cash float (if applicable)	0	0
Less: any unpresented cheques at 31 March 2018	0	0
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Add: any un-banked cash at 31 March 2018	0	0
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Net balances as at 31 March 2018 (Box 8)		<u>29,616.01</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)	28033
Add: Receipts in the year	17547
Less: Payments in the year	15964
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>29,616</u>

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