**Bank reconciliation – pro forma**

Name of smaller authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SILVERTON PARISH COUNCIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County area (local councils and parish meetings only): \_\_\_\_\_\_\_\_\_\_\_\_\_ DEVON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial year ending 31 March 2018**

Prepared by\_\_\_\_\_\_\_\_ S WOODLAND - CLERK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name and role)

Date\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Current Account | 15,383.65 |  |
| Business Reserve Account | 9,503.28 | 24,886.93 |
|  |  |  |
|  |  |  |
| Petty cash float (if applicable) | N/A |  |
| Less: any unpresented cheques at 31 March 2018 |  |  |
| Chq No: 002368 | (500.00) |  |
|  |  |  |
| Add: any un-banked cash at 31 March 2018 | N/A |  |
|  |  |  |
| Net balances as at 31 March 2018 (Box 8) |  | 24,386.93 |
|  |  |  |
| ***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)  Add: Receipts in the year  Less: Payments in the year |  | 15,563.76  37,900.04  29,076.87 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 24,386.93 |
|  |  |  |

(See [example](https://www.pkf-littlejohn.com/sites/default/files/media/documents/bank_reconciliation_example_2017-18_0.pdf) for guidance if required)