

Bank reconciliation – pro forma

Name of smaller authority: Birdbrook Parish Council

County area (local councils and parish meetings only): Braintree District

Financial year ending 31 March 2018

Prepared by Deborah Hilliard Parish Clerk and RFO (Name and role)

Date 19 April 2018

| | | |
|--|-----------|-----------|
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Current Account | 19,398.20 | |
| Business Reserve Account | 3,573.73 | |
| | <hr/> | 22,971.93 |
| Petty cash float (if applicable): N/A | | |
| Less: any un-presented cheques at 31 March 2018 | | |
| Cheque No 1453 | 4573.50 | |
| Cheque No 1454 | 121.00 | |
| Cheque No 1456 | 170.82 | |
| Cheque No 1458 | 42.60 | |
| | <hr/> | |
| Add: any un-banked cash at 31 March 2018 | 0 | 4,907.92 |
| | | <hr/> |
| Net balances as at 31 March 2018 (Box 8) | | 18,064.01 |

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) | £19,215.15 |
| Add: Receipts in the year | £18,867.00 |
| Less: Payments in the year | £20,018.14 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) | <hr/> £18,064.01 |

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