

Bank reconciliation – pro forma

Name of smaller authority: _____ Hemsby Parish Council

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

Financial year ending 31 March 2019

Prepared by Sarah Hunt – Temporary Clerk

Date: 12th August 2019

Balance per bank statements as at 31 March 2019:		£	£
A/c 70411973		4,000.00	
A/c 00852171		30,796.21	
Lloyds – Playingfield A/c 17248860		6104.48	
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Petty cash float (if applicable)		58.43	
Less: any un-presented cheques at 31 March 2018		0.00	
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Add: any un-banked cash at 31 March 2018		0.00	
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Net balances as at 31 March 2018 (Box 8)			40,959.12

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)	39235.78
Add: Receipts in the year	76037.59
Less: Payments in the year	74314.25
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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)	40959.12

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