

Bank reconciliation – pro forma

Name of smaller authority: HERTINGFORDBURY PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by AMANDA GLEW PARISH CLERK (Name and role)

Date 24/4/18

Balance per bank statements as at 31 March 2018:

Community Direct plus Account	£	16,895.39	£
Business Select 14 Day Account		23,897.31	
		<hr/>	40,792.70

Petty cash float (if applicable) N/A

Less: any unpresented cheques at 31 March 2018

Cheque Number	400306	300.04	
	400307	25.47	
	400308	700.00	
	400309	700.00	
	400310	386.40	
	400311	930.00	
		<hr/>	(3,011.91)

Add: any un-banked cash at 31 March 2018

NIL

Net balances as at 31 March 2018 (Box 8)

37,780.79

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)

41,010.04

Add: Receipts in the year

20,197.63

Less: Payments in the year

(23,426.88)

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

37,780.79

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