

Bank reconciliation – pro forma

Name of smaller authority: **Hirst Courtney & West Bank Parish Council**

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

Financial year ending 31 March 2018

Prepared by Mrs S. Rockliff, Clerk and Responsible Finance Officer_(Name and role)

Date 8th May 2018

Balance per bank statements as at 31 March 2018:	£	£
HSBC CURRENT ACCOUNT	6,357.99	
HSBC SAVINGS ACCOUNT	5,345.71	
SANTANDER SAVINGS ACCOUNT	<u>6,137.65</u>	

Petty cash float (if applicable)	00	00
----------------------------------	----	----

Less: any un-presented cheques at 31 March 2018

CHEQUE NO:

101044	123.00
101045	215.76
101046	50.29
101047	15.12
101048	246.20
101049	429.60
101050	22.50

	<u>1,102.47</u>
Add: any un-banked cash at 31 March 2018	00 00

Net balances as at 31 March 2018 (Box 8)	<u>16,738.88</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)	15,543.84
Add: Receipts in the year	10,019.71
Less: Payments in the year	8,824.67
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>16,738.88</u>

