

Bank reconciliation – pro forma

Name of smaller authority: CROYDON PARISH COUNCIL

County area (local councils and parish meetings only): SOUTH CAMB.

Financial year ending 31 March 2018

Prepared by MARIAN BURLING CLERK & RFO
(Name and role)

Date MAY 2018

Balance per bank statements as at 31 March 2018:

	£	£
BANK	6315	11781
DEPOSIT.		

Petty cash float (if applicable)

NIL

Less: any un-presented cheques at 31 March 2018

£17

6298

Add: any un-banked cash at 31 March 2018

NIL

6298 + 11781

Net balances as at 31 March 2018 (Box 8)

£18079

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)

12186

Add: Receipts in the year

+ 8685

Less: Payments in the year

- 2792

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

£18079

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