

Bank reconciliation – pro forma

Name of smaller authority: BYTON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by HARVEY PITMAN CLERK/RFO (Name and role)

Date 20/5/18

Balance per bank statements as at 31 March 2018: £ £

16827.24

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

869.86

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

15957.38

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)

16136

Add: Receipts in the year

31954

Less: Payments in the year

30206

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

17884 -

1927 VAT

15957

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