**Bank reconciliation – pro forma**

Name of smaller authority: Pitcombe Parish Council

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

**Financial year ending 31 March 2018**

Prepared by Zöe Godden – Parish Clerk and Responsible Financial Officer (Name and role)

Date : 11/04/2018

|  |  |  |  |
| --- | --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | | £ |
| Current Accounts | 6037.64 | |  |
| Business Savings Account | 3043.62 | |  |
|  |  | | 9081.26 |
|  |  | |  |
| Petty cash float (if applicable) | 0.00 | |  |
| Less: any unpresented cheques at 31 March 2018 |  | |  |
|  | 0.00 | |  |
|  |  | | 0.00 |
| Add: any un-banked cash at 31 March 2018 |  | |  |
|  | 0.00 | |  |
|  |  | | 0.00 |
| Net balances as at 31 March 2018 (Box 8) |  | | 9081.26 |
|  |  | |  |
| ***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)  Add: Receipts in the year  Less: Payments in the year |  | 8340.36  10908.25  (10167.35) | |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 9081.26 | |

(See [example](https://www.pkf-littlejohn.com/sites/default/files/media/documents/bank_reconciliation_example_2017-18_0.pdf) for guidance if required)