**Bank reconciliation – pro forma**

Name of smaller authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ettington Parish Council \_\_\_\_\_

County area (local councils and parish meetings only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Warwickshire \_\_\_\_\_\_\_\_\_\_

**Financial year ending 31 March 2018**

Prepared by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sarah Furniss, Clerk and Responsible Finance Officer

Date\_\_\_\_\_\_\_\_\_2 May 2018 \_\_\_

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
| NS& I Account | 80,206.19 |  |
| HSBC Money Manager Account | 10,083.10 |  |
| HSBC Community Account | 11,094.36 |  |
|  |  | 101,383.65 |
| Petty cash float (if applicable) |  | 0.00 |
| Less: any unpresented cheques at 31 March 2018 |  |  |
| 101633  101635  101636 | (150.00)  (147.00)  (40.00) |  |
|  |  | (337.00) |
| Add: any un-banked cash at 31 March 2018 | 0.00 |  |
|  |  |  |
| Net balances as at 31 March 2018 (Box 8) |  | 101,049 |
|  |  |  |
| ***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 | 88,205  49,819  (36,975) |  |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 101,049 |

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