

## Bank reconciliation – pro forma

Name of smaller authority: COTLEIGH PARISH COUNCIL

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

### Financial year ending 31 March 2018

Prepared by Kerry Kennell, Parish Clerk and Responsible Finance Officer

Date 10 June 2018

Balance per bank statements as at 31 March 2018:	£	£
	10670.14	
	<hr/>	10670.14
Petty cash float (if applicable) – NO PETTY CASH FLOAT HELD		0.00
Less: any un-presented cheques at 31 March 2018		
100057	(50.00)	
	<hr/>	(50.00)
Add: any un-banked cash at 31 March 2018	0.00	
		<hr/>
Net balances as at 31 March 2018 (Box 8)		<u>10620.14</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)	8984.90
Add: Receipts in the year	3694.89
Less: Payments in the year	2059.65
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> <u>10620.14</u> <hr/>

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