

Bank reconciliation – pro forma

Name of smaller authority Shipton Moyne Parish Council

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

Financial year ending 31 March 2018

Prepared by Jenny Hunt (Clerk & RFO)

Date 31st May 2018

Balance per bank statements as at 31 March 2018:	£	£
		5779.45
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Petty cash float (if applicable)	0.00	
Less: any un-presented cheques at 31 March 2018	0.00	
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Add: any un-banked cash at 31 March 2018	0.00	
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Net balances as at 31 March 2018 (Box 8)		<u>5779.45</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)		3654.06
Add: Receipts in the year	10358.41	
Less: Payments in the year	8233.02	
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>5779.42</u>

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