

## Bank reconciliation – pro forma

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

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

### Financial year ending 31 March 2019

Prepared by \_\_\_\_\_ Joanne Heather – Clerk & RFO \_\_\_\_\_ (Name and role)

Date \_\_\_\_\_ 8<sup>th</sup> May 2019 \_\_\_\_\_

Balance per bank statements as at 31 March 2019:	£	£
Cumberland Building Society s/c 23-52-21 a/c 32447183		6,769.54
		_____
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2019		
		_____
Add: any un-banked cash at 31 March 2019		
		_____
Net balances as at 31 March 2019 (Box 8)		<u>6,769.54</u>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2018 (Prior year Box 8)	21363
Add: Receipts in the year	9591
Less: Payments in the year	24185
Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above – Box 8)	<u>6769</u>

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