

Bank reconciliation – pro forma

Name of smaller authority: HARTINGTON UPPER QUARTER P.C.

County area (local councils and parish meetings only): HIGH PEAK BOROUGH

Financial year ending 31 March 2018

Prepared by STEPHEN MANSFIELD CLERK (Name and role)
RFO

Date 7/6/18

Balance per bank statements as at 31 March 2018: £ £

9566⁰⁰

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

9566⁰⁰

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

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

9,932⁹⁸
11,272⁴³
(11,639⁴¹)
9,566⁰⁰

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

SM
30/6/18