

Bank reconciliation – pro forma

Name of smaller authority: MATLASKE PARISH COUNCIL

County area (local councils and parish meetings only): NORTH NORFOLK

Financial year ending 31 March 2018

Prepared by P. J. CHAPMAN - CLERK (Name and role)

Date 16.05.2018

Balance per bank statements as at 31 March 2018:

SANTANDER

£ 2203.10
£ 301.89 2504.99

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)

2504.99

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)

1748.99

4441.33

6190.23

692.53

5497.70

(See example for guidance if required)