

# Bank reconciliation – pro forma

Name of smaller authority: Fawfield Head

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

Financial year ending **31 March 2018**

Prepared by SW Mansfield (Name and role)

Date 2/JULY/2018

Balance per bank statements as at 31 March 2018:

£                    £

9541

Petty cash float (if applicable)

0

Less: any un-presented cheques at 31 March 2018

0

Add: any un-banked cash at 31 March 2018

0

Net balances as at 31 March 2018 (Box 8)

9541

**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)

7673

Add: Receipts in the year

5146

Less: Payments in the year

3278

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

9541

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

*SW*  
30/6/18