

Bank reconciliation – pro forma

Name of smaller authority: ALLOSTOCK PARISH COUNCIL

County area (local councils and parish meetings only): CHESHIRE WEST AND CHESTER

Financial year ending 31 March 2018

Prepared by Hayel West - Parish Clerk (Name and role)
Responsible Financial Officer

Date 25/4/2018

Balance per bank statements as at 31 March 2018:

£ £

8,719.17

Petty cash float (if applicable)

NIL

Less: any un-presented cheques at 31 March 2018

- 235.68

NIL

Add: any un-banked cash at 31 March 2018

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Net balances as at 31 March 2018 (Box 8)

8480.49

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)

18,068

Add: Receipts in the year

+ 9,634

Less: Payments in the year

- 19,222

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

8480

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