

Bank reconciliation – pro forma

Name of smaller authority: Yapham cum Meltonby Parish Council

County area (local councils and parish meetings only): East Riding of Yorkshire

Financial year ending 31 March 2018

Prepared by Joanna Green , clerk (Name and role)

Date 9th April 2018

Balance per bank statements as at 31 March 2018:	£	£
	<u>2982.20</u>	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018	-12.65	
	<u>2969.55</u>	
Add: any un-banked cash at 31 March 2018		
		<u>2969.55</u>
Net balances as at 31 March 2018 (Box 8)		<u>2969.55</u>

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)	2468.07	
Add: Receipts in the year	3215.65	
Less: Payments in the year	-2714.17	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>2969.55</u>

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