

Bank reconciliation – pro forma

Name of smaller authority: MIDDLETON ON THE WOLDS PARISH COUNCIL

County area (local councils and parish meetings only): _____

Financial year ending 31 March 2018

Prepared by PAULINE WALKER PARISH CLERK (Name and role)

Date 1-4-18

Balance per bank statements as at 31 March 2018:

CURRENT ACCOUNT

PREMIUM ACCOUNT

£ £

6886.16

4000.00

10886.16

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2018

150.00

10.00

8.00

(168.00)

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

10718.16

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)

17546

Add: Receipts in the year

15500

Less: Payments in the year

22328

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

10718

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