

## Bank reconciliation – pro forma

Name of smaller authority: Sutton Cheney Parish Council

County area (local councils and parish meetings only): Leicestershire and Rutland

Financial year ending 31 March 2018

Prepared by Ampela Forsyth - Clerk (Name and role) *temp'ly Mat' leave cover*

Date 13/5/18

Balance per bank statements as at 31 March 2018:

£                      £

10,613.49

Petty cash float (if applicable)

0.00

Less: any un-presented cheques at 31 March 2018

257.00

Add: any un-banked cash at 31 March 2018

0.00

Net balances as at 31 March 2018 (Box 8)

10,356.49

**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)

7287.06

Add: Receipts in the year

12821.80

Less: Payments in the year

9752.37

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

10,356.49

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