

Bank reconciliation – pro forma

Name of smaller authority: EAST KEAL PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by MRS ELIZABETH MARTIN (Name and role)
CLERK TO EAST KEAL PARISH COUNCIL

Date 9-4-18

Balance per bank statements as at 31 March 2018:		£	£
	Hoyds Bank	3215-71	
	Santander	<u>3169-40</u>	
			6385-11
Petty cash float (if applicable)		NIL	
Less: any unpresented cheques at 31 March 2018			
	cheque no. 444	16-50	
	" " 449	1130-34	
	" " 445	39-06	
			<u>1185-84</u>
Add: any un-banked cash at 31 March 2018		NIL	

Net balances as at 31 March 2018 (Box 8)	Hoyds	<u>2029-87</u>	
	Santander	3169-40	<u>5199-27</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)	4404-63	
Add: Receipts in the year	3566-56	
Less: Payments in the year	2771-92	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>5199-27</u>

(See example for guidance if required)

