## Bank reconciliation - pro forma

Name of smaller authority: Kniveton Parish Council

County area (local councils and parish meetings only): Derbyshire\_

## Financial year ending 31 March 2018

Prepared by Kath Gruber – Parish Clerk/RFO (Name and role)

Date 11 April 2018

Balance per bank statements as at 31 March 2018:

22930.42

£

£

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2018 22707.74

799 HMRC £61.60 801 DALC £161.08

Add: any un-banked cash at 31 March 2018

£106 banked 28/3/18 not cleared

22813.74

Net balances as at 31 March 2018 (Box 8)

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) 23066.56

Add: Receipts in the year 6112.97

Less: Payments in the year 6365.79

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

22813.74

(See example for guidance if required)