

Bank reconciliation – pro forma

Name of smaller authority: **LITTON PARISH COUNCIL**

County area (local councils and parish meetings only): **DERBYSHIRE**

Financial year ending 31 March 2018

Prepared by **GILL TURNER, CLERK & RESPONSIBLE FINANCE OFFICER** (Name and role)

Date **14TH APRIL 2018**

Balance per bank statements as at 31 March 2018:	£	£
NATWEST CURRENT ACCOUNT	5,697.48	
NATWEST RESERVE ACCOUNT	2.35	
	<u>18,233.68</u>	
		23,933.51
Petty cash float (if applicable)		0
Less: any un-presented cheques at 31 March 2018		
CHEQUE NO: 1574	(375.00)	
		<u>(375.00)</u>
Add: any un-banked cash at 31 March 2018		
Hire of Village Green for postponed Christmas Cracker fell race	50.00	
		<u>50.00</u>
Net balances as at 31 March 2018 (Box 8)		<u>23,608.51</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)	26,376.39
Add: Receipts in the year	20,613.47
Less: Payments in the year	(23,381.35)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>23,608.51</u>

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