

Bank reconciliation – pro forma

Name of smaller authority: QUEENMORE PARISH COUNCIL

County area (local councils and parish meetings only): LANCASTER - LANCASTHIRE

Financial year ending 31 March 2018

Prepared by R.B. ALEXANDER - R.F.O (Name and role)

Date 21/5/2018

Balance per bank statements as at 31 March 2018: £ £ 465.11

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2018

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

£ 465.11

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)

162.69

Add: Receipts in the year

3200

Less: Payments in the year

2897.58

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

£ 465.11

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