

Bank reconciliation – pro forma

Name of smaller authority: Zennor Parish Council

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

Financial year ending 31 March 2018

Prepared by: Mrs Fiona Drew, Clerk & RFO to the Council

Date: 05/04/18

Balance per bank statements as at 31 March 2018:	£	£
General Account	5357.58	
	<hr/>	5357.38
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018	Nil	
	<hr/>	Nil
Add: any un-banked cash at 31 March 2018	Nil	
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Net balances as at 31 March 2018 (Box 8)		<u>5357.38</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)	4339.77
Add: Receipts in the year	7463.30
Less: Payments in the year	(6445.49)
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>5357.58</u>

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