

## Bank reconciliation – pro forma

Name of smaller authority: Long Bredy & Kingston Russell Parish Council

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

### Financial year ending 31 March 2018

Prepared by STEPHEN EVANS CLERK (Name and role)

Date 31/3/2018

Balance per bank statements as at 31 March 2018:

	£	£
Community Acc	1551-34	
Business Acc	6143-92	7695-26

Petty cash float (if applicable)

N/A

Less: any un-presented cheques at 31 March 2018

N/A

Add: any un-banked cash at 31 March 2018

N/A

Net balances as at 31 March 2018 (Box 8)

7695 - 26

**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)

3320

Add: Receipts in the year

5839

Less: Payments in the year

1464

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

7695

(See example for guidance if required)