

Bank reconciliation – pro forma

Name of smaller authority: UTKINTON & COTEBROOK PARISH COUNCIL

County area (local councils and parish meetings only): CHESHIRE WEST & CHESTER

Financial year ending 31 March 2018

Prepared by: ANITA LANGFORD – CLERK & RFO

Date: 1 April 2018


Balance per bank statements as at 31 March 2018:		£	£
Current Account		0.00	
Business Reserve Account		16,776.00	
		<hr/>	16,776.00
Petty cash float (if applicable)			
Less: any un-presented cheques at 31 March 2018			
Cheque Number 001100			
001103		(150.00)	
001106		(3292.00)	
001107		(13.00)	
001109		(166.00)	
		<hr/>	(4,689.00)
Add: any un-banked cash at 31 March 2018			
		<hr/>	<hr/>
Net balances as at 31 March 2018 (Box 8)			12,087.00

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)	16,177.00
Add: Receipts in the year	17,192.00
Less: Payments in the year	<hr/>
	(21,282.00)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/>
	12,087.00

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

Checked.

10/4/18