**Bank reconciliation – pro forma**

Name of smaller authority: Brantham Parish Council

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

**Financial year ending 31 March 2018**

**Prepared by** Sarah Keys (Clerk and RFO for Brantham Parish Council) **Date** 31 March 2018

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Current Account  Deposit Account  Salaries Account | 5029.95  105,876.17  153.98 |  |
|  |  | 111,059.10 |
| Petty cash float (if applicable) |  | N/A |
| Less: any unpresented cheques at 31 March 2018  Cheque number: 3205  3240  3241  3244 | (130.00)  (12.90)  (49.05)  (147.00) |  |
|  |  | (338.95) |
| Net balances as at 31 March 2018 (Box 8) |  | 110,720.15 |
| ***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)  Add: Receipts in the year  Less: Payments in the year |  | 93975.30  56220.14  (39475.29) |
|  |  | 110720.15 |
| Closing balance per cash book [receipts and payments book] as  at 31 March 2018 (must equal net balances above – Box 8) | | |

(See [example](https://www.pkf-littlejohn.com/sites/default/files/media/documents/bank_reconciliation_example_2017-18_0.pdf) for guidance if required)