

## Bank reconciliation – pro forma

Name of smaller authority: TATHWELL + HAUGHAM PARISH COUNCIL

County area (local councils and parish meetings only): LINCOLNSHIRE / EAST LINDSEY

### Financial year ending 31 March 2018

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

Date 30/04/18

Balance per bank statements as at 31 March 2018:

£ £

7287<sup>-38</sup>

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

CHEQUE No 000172

108.00

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

7179<sup>-38</sup>

**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)

5157

Add: Receipts in the year

2774

Less: Payments in the year

752

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

7179

(See example for guidance if required)