

## Bank reconciliation – pro forma

Name of smaller authority: \_\_WEST QUANTOXHEAD PARISH COUNCIL

County area (local councils and parish meetings only): \_\_\_\_\_

### Financial year ending 31 March 2019

Prepared by \_\_Mrs M Francis, Clerk & RFO\_\_\_\_\_ (Name and role)

Date 18.04.2019

Balance per bank statements as at 31 March 2019:	£	£
Current Account	4424.66	
	<hr/>	4424.66
Petty cash float (if applicable)		0.00
Less: any un-presented cheques at 31 March 2019		
Cheque number 000112	(132.00)	
Cheque number 000114	(91.80)	
Cheque number 000115	(367.50)	
Cheque number 000116	(91.80)	
Cheque number 000117	(250.00)	
Cheque number 000118	(12.00)	
Cheque number 000119	(18.00)	
Cheque number 000120	(198.00)	
	<hr/>	(1161.10)
Add: any un-banked cash at 31 March 2018		
		<hr/>
Net balances as at 31 March 2018 (Box 8)		<u>3263.56</u>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2018 (Prior year Box 8)	3481.40
Add: Receipts in the year	3373.26
Less: Payments in the year	(3591.10)
Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above – Box 8)	<hr/> <u>3263.56</u>

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