

# Bank reconciliation – pro forma

Name of smaller authority: KILMELSDON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by LESLIE WELCH, PARISH CLERK (Name and role)

Date \_\_\_\_\_

Balance per bank statements as at 31 March 2018: £ £

20893

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

(205.00)

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

20688

*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

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

18477  
14065.22  
11854  
20688

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