

Bank reconciliation – pro forma

Name of smaller authority: MUNSLON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by STEPHEN DE LAUNEY RFO (Name and role)

Date 2.6.18

Balance per bank statements as at 31 March 2018:	£	£
		<u>11,160</u>
Petty cash float (if applicable)	NIL	
Less: any un-presented cheques at 31 March 2018	NIL	
		<u>11,160</u>
Add: any un-banked cash at 31 March 2018	NIL	
		<u>11,160</u>
Net balances as at 31 March 2018 (Box 8)		<u>11,160</u>

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)	9927
Add: Receipts in the year	6158
Less: Payments in the year	<u>4925</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>11,160</u>

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