

# Bank reconciliation – pro forma

Name of smaller authority: ALBY WITH THWAITE PARISH COUNCIL

County area (local councils and parish meetings only): NORTH NORFOLK

## Financial year ending 31 March 2018

Prepared by ROSALYN DAWSON CLERK/RFO (Name and role)

Date 14.5.18

Balance per bank statements as at 31 March 2018:

	£	£
	2992.09	
	252.39	
	<hr/>	3244.48

Petty cash float (if applicable)

0.00

Less: any un-presented cheques at 31 March 2018

(175.00)

Add: any un-banked cash at 31 March 2018

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0.00

Net balances as at 31 March 2018 (Box 8)

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3069.48

**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)

3421.34

Add: Receipts in the year

2790.80

Less: Payments in the year

(3142.66)

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

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3069.48

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