

# Bank reconciliation – pro forma

Name of smaller authority: LITTLE YELPHAM, TILBURY JUXTA CLARE AND OUVINGTON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by ADRIAN CORPER – BIRCH (Name and role)

CLERK AND R.F.O.

Date 21st April 2018

Balance per bank statements as at 31 March 2018:

Business Saver Account

Community Account

£  
6883.75  
1797.72

£  
8681.47

Petty cash float (if applicable)

34.69

Less: any unpresented cheques at 31 March 2018

0.00

Add: any un-banked cash at 31 March 2018

0.00 0.00  
8716.16

Net balances as at 31 March 2018 (Box 8)

**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)

8373.44

Add: Receipts in the year

8604.98

Less: Payments in the year

8262.26

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

8716.16

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