

Bank reconciliation – pro forma

Insert name of smaller authority: East Farleigh Parish Council

Financial year ending 31 March 2017

Prepared by Sarah O'Callaghan (Clerk/RFO)

Date: 15th April 2017

Balance per bank statements as at 31 March 2017:	£	£
Current account	2,006	
Deposit account	24,662	26,668
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Petty cash float (if applicable)	N/A	
Less: any unpresented cheques at 31 March 2017		
First East Farleigh brownies (137 donation)	(100)	
Kent Air Ambulance (137 donation)	(100)	
East Farleigh Primary School (137 donation)	(100)	
East Farleigh Pre-School (137 donation)	(200)	
West Farleigh Youth Football Club (137 donation)	(100)	
Dandelion Time (137 donation)	(100)	
Kenward Trust (137 donation)	(50)	
Blackthorn Trust (137 donation)	(50)	
Heart of Kent Hospice (137 donation)	(100)	
Porchlight (137 donation)	(100)	
	<hr/>	(1,000)
Add: any un-banked cash at 31 March 2017	N/A	
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		25,668
Net balances as at 31 March 2017 (Box 8)		<hr/>

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

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)	21,612	
Add: Receipts in the year	46,324	
Less: Payments in the year	42,268	
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Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)		25,668