

Bank reconciliation – pro forma

Name of smaller authority: East Farleigh Parish Council

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

Financial year ending 31 March 2018

Prepared by: Sarah O'Callaghan (Clerk/RFO)

Date 15th April 2018

| | | |
|--------------------------------------------------|--------|--------|
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Current Account | 2,726 | |
| Deposit Account | 40,508 | |
| | <hr/> | 43,234 |

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2018

| | | |
|---------------------------------------|-------|-------|
| 300251 Farleighs WI | 100 | |
| 300252 First East Farleigh Brownies | 100 | |
| 300253 Kent Air Ambulance | 100 | |
| 300254 East Farleigh Primary School | 100 | |
| 300255 East Farleigh Pre-school | 200 | |
| 300256 West Farleigh Youth Football C | 100 | |
| 300257 Dandelion Time | 100 | |
| 300258 Kenward Trust | 50 | |
| 300259 Blackthorn Trust | 50 | |
| 300260 Heart of Kent Hospice | 100 | |
| 300261 Porchlight | 100 | |
| 300262 The Stroke Association | 50 | |
| SO Sarah O'Callaghan | 570 | |
| | <hr/> | 1,720 |

Add: any un-banked cash at 31 March 2018

| | | |
|------------------------------------------|-------|--------|
| Net balances as at 31 March 2018 (Box 8) | <hr/> | 41,514 |
|------------------------------------------|-------|--------|

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) | 25,668 | |
| Add: Receipts in the year | 55,057 | |
| Less: Payments in the year | 39,211 | |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) | | <u>41,514</u> |

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