

Bank reconciliation – pro forma

Name of smaller authority: Tetbury Upton PC
County area (local councils and parish meetings only): Gloucestershire

Financial year ending 31 March 2018

Prepared by Jenny Hunt Clerk & RFO

Date 1st April 2018

Balance per bank statements as at 31 March 2018:	£	£
	1368.38	
	1262.87	
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	2631.25	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018	0	
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Add: any un-banked cash at 31 March 2018	2631.25	
	0	
	<hr/>	
Net balances as at 31 March 2018 (Box 8)		<u>2631.25</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)	1203.60	
Add: Receipts in the year	4375.08	
Less: Payments in the year	2947.43	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<hr/> <u>2631.25</u>