

Bank reconciliation – pro forma

Name of smaller authority: **Silton Parish Meeting**

County area (local councils and parish meetings only) **North Dorset District Council**

Financial year ending 31 March 2018

Prepared by **C P Woodhouse, Chairman Silton Parish Meeting** (Name and role)

Date 15 May 2018

Balance per bank statements as at 31 March 2018:	£	£
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		£8553
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2018		
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Add: any un-banked cash at 31 March 2018		
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Net balances as at 31 March 2018 (Box 8)		<hr/>
		£8553

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)	£7569	
Add: Receipts in the year	£3707	
Less: Payments in the year	£2723	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<hr/>
		£8533

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