

Bank reconciliation – pro forma

Name of smaller authority: **Carlton on Trent Parish Council**

County area (local councils and parish meetings only): **Nottinghamshire**
Financial year ending 31 March 2018

Prepared by: Tanya Grimes (Clerk/RFO)

Date: 7th April 2018

Balance per bank statements as at 31 March 2018:	£	£
Current Account	552	
Deposit Account	5142	
	<hr/>	5694
Less: any un-presented cheques at 31 March 2018		0
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Add: any un-banked cash at 31 March 2018		0
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Net balances as at 31 March 2018 (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 2017 (Prior year Box 8)	5139
Add: Receipts in the year	3409
Less: Payments in the year	(2854)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> 5694 <hr/>

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