**Bank reconciliation – pro forma**

Name of smaller authority: Dunchideock Parish Council

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

**Financial year ending 31 March 2018**

Prepared by Mrs C Retallick Clerk/RFO

Date 12.5.18

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Treasurers Account - 04782340 | 2,783.93 |  |
|  |  |  |
|  |  |  |
|  |  | 2783.93 |
| Petty cash float (if applicable) |  |  |
| Less: any unpresented cheques at 31 March 2018 |  |  |
| DALC  Lord Holden – room rent  Mr Phythian | 30.00  25.00  100.00 |  |
|  |  | (155.00) |
| Add: any un-banked cash at 31 March 2018 |  |  |
|  | 0.00 |  |
| Net balances as at 31 March 2018 (Box 8) |  | 2628.93 |
|  |  |  |
| ***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)  Add: Receipts in the year  Less: Payments in the year |  | 4735.00  4433.97  (6540.66) |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 2,628.93 |

(See [example](https://www.pkf-littlejohn.com/sites/default/files/media/documents/bank_reconciliation_example_2017-18_0.pdf) for guidance if required)