NW
9/5/18.

Bank reconciliation – pro forma

Name of smaller authority: **Stow-Cum-Quy Parish Council**

County area (local councils and parish meetings only): **Cambridgeshire**

Financial year ending 31 March 2018

Prepared by: **Tracey Thorby, Parish Clerk and Responsible Financial Officer**

Date: 6 May 2018

	£	£
Balance per bank statements as at 31 March 2018:		
Community Account	7,514.23	
Business Account	21,217.53	
	28,731.76	
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2018		
101439	30.00	
101542	100.00	
101543	480.00	
101547	60.00	
101548	40.40	
101549	60.00	
	770.40	
Add: any un-banked cash at 31 March 2018		
Net balances as at 31 March 2018 (Box 8)		27,961.36

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)	24,043.36
Add: Receipts in the year	20,511.54
Less: Payments in the year	16,593.54
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	27,961.36

(See example for guidance if required)