

Bank reconciliation – pro forma

Name of smaller authority: Heath and Holmewood Parish Council

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

Financial year ending 31 March 2018

Prepared by Joanne Taylor RFO (Name and role)

Date 25/4/18

Balance per bank statements as at 31 March 2018:

£

£

116,273

Petty cash float (if applicable)

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Less: any un-presented cheques at 31 March 2018

Holmewood conv. store	£2.49	Knit and Natter	£250.00
NEDDC	£364.60	NEDDC	£909.64
Holmewood conv. store	£3.49	MUKTubs	£320.01
Smith of Derby	£201.60	Yorkshire Water	£20.91
Holmewood Healthy futures	£350.00	Eon	£23.80
Wilko	£84.50	Derbyshire County Council	£500.00

3,031

Add: any un-banked cash at 31 March 2018

Net balances as at 31 March 2018 (Box 8)

113,242

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)

60,590

Add: Receipts in the year

168,864

Less: Payments in the year

116,212

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

113,242

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