**Bank reconciliation – pro forma**

Name of smaller authority: **ALVELEY AND ROMSLEY PARISH COUNCIL**

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

**Financial year ending 31 March 2018**

Prepared by **David Rawlinson, Clerk and Responsible Financial Officer**

Date **3rd April 2018**

|  |  |  |
| --- | --- | --- |
| Balance per bank statements as at 31 March 2018: | £ | £ |
| HSBC Business Money Manager Account | 13406.90 |  |
| HSBC Community Account | 14492.89 |  |
| CCLA Public Sector Deposit Account | 50000.00 | 77,899.79 |
|  |  |  |
| Petty cash float (if applicable) |  | Nil |
| Less: any unpresented cheques at 31 March 2018  202042 | 409.50 |  |
| 202047  202048  202051 | 2316.71  20.00  27.70 | 2,773.91 |
|  |  |  |
| Add: any un-banked cash at 31 March 2018 |  | Nil |
|  |  |  |
| Net balances as at 31 March 2018 (Box 8) |  | 75,125.88 |
|  |  |  |
| ***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 |  | 60,261.67  54,750.53  39,886.32 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |  | 75,125.88 |

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