

**Bank reconciliation – pro forma**

Name of smaller authority: AVONSDEN PARISH COUNCIL

County area (local councils and parish meetings only): HEREFORD SHIRE

Financial year ending 31 March 2018

Prepared by CHARLES POSEY (Name and role)

Date 25/5/18

Balance per bank statements as at 31 March 2018:

£                      £  
3742.05              4,140.66

Petty cash float (if applicable)

. 0  
435.20

Less: any unpresented cheques at 31 March 2018

3306.85

Add: any un-banked cash at 31 March 2018

6  
7,447.51

Net balances as at 31 March 2018 (Box 8)

***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)

6,177.41

Add: Receipts in the year

4400

Less: Payments in the year

3,129.98

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

7,447.51

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