

# Bank reconciliation – pro forma

Name of smaller authority: GREAT BLAKENHAM PARISH COUNCIL

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

## Financial year ending 31 March 2018

Prepared by JANET GOBEY CLERK / RFO (Name and role)

Date 1/6/18

Balance per bank statements as at 31 March 2018:

COMMUNITY ACC	£ 55,965.17	£
BUSINESS PREMIUM ACC	15,732.46	
	<hr/>	71,697.63

Petty cash float (if applicable) NONE

Less: any un-presented cheques at 31 March 2018

102532	500.00	
102534	50.00	
102540	20.00	
102542	210.00	
102543	210.00	
	<hr/>	(990)

Add: any un-banked cash at 31 March 2018 NONE

Net balances as at 31 March 2018 (Box 8)

70,707.63

**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)

52,182.30

Add: Receipts in the year

46,590.69

Less: Payments in the year

28,011.36

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

70,707.63

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