

Bank reconciliation – pro forma

Great and Little Barugh Parish Council

Financial year ending 31 March 2016

Prepared by SARAH HOULSTON – CHAIR / RFO (Name and role)

Date 27/4/16

Balance per bank statements as at 31 March 2016:

£ £

649-62

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2016

Add: any un-banked cash at 31 March 2016

Net balances as at 31 March 2016 (Box 8)

649-62

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2015 (Prior year Box 8)

119-69

Add: Receipts in the year

702-06

Less: Payments in the year

172-13

Closing balance per cash book [receipts and payments book] as at 31 March 2016 (must equal net balances above – Box 8)

649-62