

## Bank reconciliation – pro forma

Name of smaller authority: RUAN LANIHORNE PARISH COUNCIL

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

### Financial year ending 31 March 2018

Prepared by TOMAS HILL CLERK AND RESPONSIBLE FINANCIAL OFFICER (Name and role)

Date 01/04/2018

|  |         |                  |
|--|---------|------------------|
| Balance per bank statements as at 31 March 2018: | £       | £                |
|  |         | 14,703.13        |
|  | <hr/>   |                  |
| Petty cash float (if applicable)                 | N/A     |                  |
| Less: any un-presented cheques at 31 March 2018  |         |                  |
| Cheque number 000810                             | 41.40   |                  |
| 000817   | 1730.30 |                  |
| 000820   | 4.90    |                  |
|  |         | <hr/>            |
|  |         | (1776.60)        |
| Add: any un-banked cash at 31 March 2018         | N/A     |                  |
|  |         | <hr/>            |
| Net balances as at 31 March 2018 (Box 8)         |         | <u>12,926.53</u> |

***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)  |           | 18,732.07        |
| Add: Receipts in the year  | 9,619.24  |                  |
| Less: Payments in the year   | 15,424.78 |                  |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) |           | <hr/>            |
|  |           | <u>12,926.53</u> |

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