

## Bank reconciliation – pro forma

Name of smaller authority: WASHBURN PARISH COUNCIL

County area (local councils and parish meetings only): HARrogate Borough (North Yorkshire)

Financial year ending 31 March 2018

Prepared by DR JASON KNOWLES (CLERK & RFO) (Name and role)

Date 11/05/2018

Balance per bank statements as at 31 March 2018:	£	£
CURRENT ACCOUNT	3,416.00	
BUSINESS ACCOUNT	5,287.00	
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	8,703.00	
Petty cash float (if applicable)		30.00
Less: any un-presented cheques at 31 March 2018		
CHEQUE NUMBER	AMOUNT	
100517	(131.00)	
		<hr/>
		(131.00)
Add: any un-banked cash at 31 March 2018		
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		8,602.00
Net balances as at 31 March 2018 (Box 8)		<hr/>

**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)	8,009.00
Add: Receipts in the year	7,694.00
Less: Payments in the year	7,101.00
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/>
	8,602.00

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