

Bank reconciliation – pro forma

Name of smaller authority: **TUNSTALL PARISH COUNCIL**

County area (local councils and parish meetings only): **RICHMONDSHIRE**

Financial year ending 31 March 2019

Prepared by **J MACNAMARA CLERK & RFO**

Date **30 April 2019**

Balance per bank statements as at 31 March 2019:	£	£
Natwest Bank	£6,206.72	
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Petty cash float (if applicable)	£6,206.72	
	Nil	
Less: any un-presented cheques at 31 March 2019		
March Salary – J MacNamara	£143.17	
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Add: any un-banked cash at 31 March 2019	Nil	
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Net balances as at 31 March 2019 (Box 8)		<u>£6,063.55</u>

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

CASH BOOK:

Opening Balance 1 April 2018 (Prior year Box 8)	£10,885.69
Add: Receipts in the year	£5,935.99
Less: Payments in the year	£10,614.96
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Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above – Box 8)	<u>£6,063.55</u>

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