Bank reconciliation – pro forma

Insert name of smaller authority: _____
_____

Financial year ending 31 March 2017

Prepared by_____(Name and role)

Date_____

	£	£
Balance per bank statements as at 31 March 2017:		
	_____	
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2017		
	_____	
Add: any un-banked cash at 31 March 2017		
	_____	
Net balances as at 31 March 2017 (Box 8)		_____

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

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)	
Add: Receipts in the year	
Less: Payments in the year	_____
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)	_____