

Bank reconciliation – pro forma

Name of smaller authority: **Oxenhope Parish Council**

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

Financial year ending 31 March 2018

Prepared by Janet Foster, Clerk and Responsible Finance Officer

Date 9th April 2018

Balance per bank statements as at 31 March 2018:	£	£
Community Account	2,789.43	
Business Savings Account	8,080.14	
Business Bonus (Gratuity Account)	0.00	
Prudential Investment	20,675.62	
	<hr/>	
		31,545.19
Less: any un-presented cheques at 31 March 2018		
Cheque 101279		(250.00)
March salary payment		(583.44)
March homeworking allowance		(25.00)
	<hr/>	
	<hr/>	
Add: any un-banked cash at 31 March 2018		0.00
	<hr/>	
Net balances as at 31 March 2018 (Box 8)		<u>30,686.75</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)	35,912.96
Add: Receipts in the year	31,439.33
	(36,665.54)
Less: Payments in the year	
	<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>30,686.75</u>