

Bank reconciliation – pro forma

Name of smaller authority: ___Manston & Hammoon Parish Council_____

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

Financial year ending 31 March 2023

Prepared by Joanna Ramsay, Parish Clerk and RFO

Date 04.04.2023

Balance per bank statements as at 31 March 2023:	£	£
Current Account	2219	
Business Reserve Account	<u>1870</u>	
Petty cash float (if applicable)	0.00	
Less: any un-presented cheques at 31 March 2023	0.00	
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Add: any un-banked cash at 31 March 2023	0.00	
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Net balances as at 31 March 2023 (Box 8)	4089	<hr/>

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

CASH BOOK:

Opening Balance 1 April 2022 (Prior year Box 8)	12475	
Add: Receipts in the year	6024	
Less: Payments in the year	14410	
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above – Box 8)	4089	<hr/> <hr/>

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