

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 2022

Prepared by Joanna Ramsay, Parish Clerk and RFO

Date 06.04.2022

Balance per bank statements as at 31 March 2022:	£	£
Current Account	2929	
Business Reserve Account	<u>9546</u>	
Petty cash float (if applicable)	0.00	
Less: any un-presented cheques at 31 March 2022	0.00	
	<hr/>	
Add: any un-banked cash at 31 March 2022	0.00	
	<hr/>	
Net balances as at 31 March 2022 (Box 8)	12475	<hr/>

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

CASH BOOK:

Opening Balance 1 April 2021 (Prior year Box 8)	9401	
Add: Receipts in the year	16245	
Less: Payments in the year	13171	
Closing balance per cash book [receipts and payments book] as at 31 March 2022 (must equal net balances above – Box 8)	12475	<hr/>

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