

## 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 2024

Prepared by Joanna Ramsay, Parish Clerk and RFO

Date 08.04.2024

Balance per bank statements as at 31 March 2024:	£	£
Current Account	<u>1044</u>	
Petty cash float (if applicable)	0.00	
Less: any un-presented cheques at 31 March 2024	0.00	
	<u>          </u>	
Add: any un-banked cash at 31 March 2024	0.00	
	<u>          </u>	
Net balances as at 31 March 2024 (Box 8)	1044	<u>          </u>

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

#### **CASH BOOK:**

Opening Balance 1 April 2023 (Prior year Box 8)	4089	
Add: Receipts in the year	13414	
Less: Payments in the year	12370	
Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above – Box 8)	1044	<u>          </u>

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