

## Bank reconciliation – pro forma

Name of smaller authority: [Hilton Parish Council](#)

### Financial year ending 31 March 2018

Prepared by: [Mrs Clare Orme Clerk/RFO](#) (Name and role)

Date: 31<sup>st</sup> March 2018

Balance per bank statements as at 31 March 2018:		
Current Account	£	£
Reserve Account	16,306.16	
	45,666.35	
	<hr/>	61,972.51
Less: any un-presented cheques at 31 March 2018		
Cheque Numbers:		
003184	120.00	
003255	299.00	
003252	208.26	
003262	322.31	
003263	934.76	
003264	118.28	
003253	1,766.52	
003254	65.00	
003256	260.00	
003257	208.00	
003258	260.00	
003259	416.00	
003260	1,814.00	
003261	96.59	
003265	300.00	
003266	350.00	
003268	244.98	
003269	441.37	
003270	1,068.15	
003271	104.00	
003267	500.00	
		(9,897.22)
	<hr/>	
Add: any un-banked cash at 31 March 2018	0.00	<u>0.00</u>
Net balances as at 31 March 2018 (Box 8)		<u>52,075.29</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)	30,709.62
Add: Receipts in the year	259,738.71
Less: Payments in the year	(238,373.04)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/> <u>52,075.29</u>

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

## Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Name of smaller authority:

Hilton Parish Council

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>74,536.39</b>
Deduct:		
Debtors		
• Football/Astro Turf Hire	999.00	
• VAT	20,845.43	
•		
	<b>21,844.43</b>	
Deduct:		
Payments made in advance (prepayments)		
• DALC Subscription	1,068.51	
•		
	<b>1,068.51</b>	
<b>Total deductions</b>		<b>22,912.94</b>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
• NEST Pension	451.84	
•		
	<b>451.84</b>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
•		
•		
	<b>0.00</b>	
<b>Total additions</b>		<b>451.84</b>
<b>Box 8: Total cash and short term investments</b>		<b>52,075.29</b>