

Bank reconciliation – pro forma

Name of smaller authority: **Louth Town Council**

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

Financial year ending 31 March 2018

Prepared by: Mrs Lynda Phillips Town Clerk and RFO

Date: 30/04/2018

Balance per bank statements as at 31 March 2018:		
Lloyds Deposit	£	£
Lloyds Current	69438.71	
NSI	183,062.76	
	<u>108,861.06</u>	361,362.53
Petty cash float (if applicable)		120.46
Less: any un-presented cheques at 31 March 2018		
As Listing	12018.41	
	<u>12018.41</u>	
Add: any un-banked cash at 31 March 2018		
As Listing	1214.20	
	<u>1214.20</u>	
Net balances as at 31 March 2018 (Box 8)		<u>350,678.78</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)	314,947	
Add: Receipts in the year	280,966	
Less: Payments in the year	240,987	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>354,926</u>

VAT Reclaim as variance see Box 7

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