

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Greenstead Green and Halstead Rural Parish Council

County area (local councils and parish meetings only):

Essex

### Financial year ending 31 March 2021

Prepared by (Name and Role):

Amanda Degnan RFO

Date:

31/03/2021

### Balance per bank statements as at 31/3/21:

	£	£
Current Account	750.0	
Business Reserve Account	17,046.6	
		17,796.6

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)

N/A

(18.00)

(18.00)

Add: any un-banked cash as at 31/3/21

-

### Net balances as at 31/3/21 (Box 8)

17,778.6