

**Bank reconciliation – pro forma**

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must cover the period from 1st April 2020 to 31st March 2021. It should be 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: **Clent Parish Council**

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **Nick Farness RFD**

Date: **09/04/2021**

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
account 1	78,698.8	
account 2		
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		78,698.8
<b>Petty cash float (if applicable)</b>		-
<b>Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)</b>		
11662		(60.00)
11663		(476.00)
11665		(3.40)
11666		(1,138.91)
[add more lines if necessary]		
11667		(21.28)
11668		(5,414.40)
11638		(600.00)
Item 8		(7,713.99)
<b>Add any un-banked cash as at 31/3/21</b>		
		-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b>70,985.8</b>