

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It should be prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be entered as negative figures.

Name of smaller authority: Fenny Bentley Parish Council

County area (local councils and parish meetings only): Derbyshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Brenda Kirkham Clerk & RFO

Date: 15/04/2021

	£	£
Balance per bank statements as at 31/3/21		
NatWest Current Acc	3,940.0	
NatWest Deposit Acc	53.0	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
	3,993.0	
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/21 (enter these as negative numbers)		
item 1	0.00	
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/21		-
Net balances as at 31/3/21 (Box 8)		3,993.0