

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a

Name of smaller authority: **WASHBURN PARISH COUNCIL**

County area (local councils and parish meetings only): **HARROGATE (NORTH YORKSHIRE)**

Financial year ending 31 March 2021

Prepared by (Name and Role): **DR JASON KNOWLES (CLERK & RFO)**

Date: **12/04/2021**

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

BUSINESS
COMMUNITY
account 3
account 4
account 5
account 6
account 7
account 8

[add more accounts if necessary]

£ £

5,308.0
8,326.0

13,634.0

Petty cash float (if applicable)

6.0

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

Cheque number

100612

item 2
item 3
item 4
item 5
item 6
item 7
item 8

[add more lines if necessary]

(77.00)

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

(77.00)

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

13,551.0