

## Bank reconciliation – pro forma

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

Name of smaller authority: **Great Rissington**

County area (local councils and parish meetings only):

### Financial year ending 31 March 2021

Prepared by (Name and Role): **Jane Carter, Acting Clerk/RFO**

Date: **24/05/2021**

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
<b>account 1</b>	<b>2,929.0</b>	
		2,929.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 <b>(enter these as negative numbers)</b>	<b>0.00</b>	
		-
Add: any un-banked cash as at 31/3/21		
		-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b><u><u>2,929.0</u></u></b>