

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 receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a receipts and payments basis.

Name of smaller authority: PENDOCK PARISH COUNCIL

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

Financial year ending 31 March 2019

Prepared by (Name and Role): JANICE KENNEDY, CLERK

Date: 31/03/2019

	£	£
Balance per bank statements as at 31/3/19:		
Lloyds Treasurers Account	2105.71	
Lloyds Business Bank Instant	<u>1392.68</u>	
		3498.39
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)		
Cheque No. 000643	(27.50)	
Cheque No. 000645	(264.00)	
Cheque No. 000646	(66.00)	
Cheque No. 000647	(5.00)	
[add more lines if necessary] Cheque No. 000648	(118.00)	
Cheque No. 000649	<u>(250.00)</u>	
		(730.50)
Add: any un-banked cash as at 31/3/19		-
Net balances as at 31/3/19 (Box 8)		<u><u>2767.89</u></u>