

## 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 unrepresented cheques should be entered on the debit side of the reconciliation. The reconciliation should be completed on a monthly basis.

Name of smaller authority: **Great Horkesley Parish Council**

County area (local councils and parish meetings only): **Colchester, Essex**

### Financial year ending 31 March 2023

Prepared by (Name and Role): **Teri Duckworth (Parish Clerk & RFO)**

Date: **07/06/2023**

	£	£
<b>Balance per bank statements as at 31/03/23:</b>		
Current Account	4,894.9	
Instant Access Account	42,153.5	
Business Premium Account	35,427.0	
		82,475.4

Petty cash float (if applicable)

Less: any unrepresented cheques as at 31/03/23 **(enter these as negative numbers)**

Add: any un-banked cash as at 31/03/23

**Net balances as at 31/03/23 (Box 8)** **82,475.4**