

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term in **must** agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AG/ to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete this remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **QUATT MALVERN PARISH COUNCIL**

County area (local councils and parish meetings of) **SHROPSHIRE**

Financial year ending 31 March 20xx 2024

Prepared by (Name and Role): **BILL GRIFFITHS, CLERK AND R.F.O**

27.04.2024

	£
Balance per bank statements as at 31.03.2024	
Current Account	1,803.45
Business Manager Account	£13,241.19

[add more accounts if necessary]	15,044.64
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Petty cash float (if applicable)	n/a
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Less: any un-presented cheques as at 31.03.24	n/a
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[add more lines if necessary]

Add: any un-banked cash as at 31/3/xx 2024	n/a
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Net balances as at 31/3/24 (Box 8)	<u>15,044.64</u>
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