

## 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 unpresented cheques should be entered as negative figures.

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

County area (local councils and parish meetings or **SHROPSHIRE**

**Financial year ending 31 March 20xx      2024**

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

27.04.2024

	£
<b>Balance per bank statements as at 31.03.2024</b>	
Current Account	1,803.45
Business Manager Account	£13,241.19
 [add more accounts if necessary]	
	15,044.64

Petty cash float (if applicable)	n/a
Less: any unpresented cheques as at 31.03.24	n/a

[add more lines if necessary]

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