

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered figures.

Name of smaller authority: **Burnham Thorpe Parish Council**

County area (local councils and parish meetings only): **West Norfolk**

Financial year ending 31 March 2024

Prepared by (Name and Role): **Sarah Raven Clerk/RFO**

Date: **31.03.24**

	£	£
Balance per bank statements as at 31/3/24:		
80221023	5012.24	
60769967	10796.82	
account 3		
account 4		
account 5		
account 6		
account 7		
account 8		
		15809.06
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
100990	-177.50	
100995	-18.00	
100996	-360.60	
100997	-109.75	
item 5		
item 6		
item 7		
item 8		
		-665.85
Add: any un-banked cash as at 31/3/24		
		0.00
Net balances as at 31/3/24 (Box 8)		<u>15143.21</u>