

Bank reconciliation – pro forma

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

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		
[add more accounts if necessary]	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	
[add more lines if necessary]	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)			15143.21