

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2024" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

TOLLESHUNT D'ARCY PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

MICHELLE CURTIS - PARISH CLERK/RFO

Date:

23/04/2024

Balance per bank statements as at 31/3/24:

	£	£
Unity Trust Current Account	6,910.18	
Unity Trust Instance Access Saver Account	23,288.25	

[add more accounts if necessary]

30,198.43

Petty cash float (if applicable)

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Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)

HMRC	(151.90)
Lenny Aldridge	(40.00)

[add more lines if necessary]

(191.90)

Add: any un-banked cash as at 31/3/24

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Net balances as at 31/3/24 (Box 8)

30,006.53