

## Bank reconciliation – pro forma

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

Name of smaller authority: **Broxted Parish Council**

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

### Financial year ending 31 March 2024

Prepared by (Name and Role): **Kate Rixson, Clerk and RFO**

Date: **14/04/2024**

	£	£
<b>Balance per bank statements as at 31/3/24:</b>		
Unity Trust Bank current account	5,493.43	
Unity Trust Bank Instant Access (deposit) account	<u>12,037.07</u>	17,530.50
Petty cash float (if applicable)		-
Less: any unprocessed payment request as at 31/3/24		
Steve's Gardening Services	(165.00)	
K Rixson March salary	<u>(356.98)</u>	(521.98)
<b>Net balances as at 31/3/24 (Box 8)</b>		<b><u><u>17,008.52</u></u></b>