

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be completed on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on the debit side of the reconciliation. It must be completed on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on the debit side of the reconciliation.

Name of smaller authority: **Hirst Courtney Parish Council**

County area (local councils and parish meetings only):

### Financial year ending 31 March 2024

Prepared by (Name and Role): **Helen Philips - Clerk / RFO**

Date: **18/04/2024**

	£	£
<b>Balance per bank statements as at 31/3/2024:</b>		
<b>Virgin Money Current Account</b>	<b>15,461.3</b>	15,461.3
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2024 <b>(enter these as negative numbers)</b>	<b>n/a</b>	-
Add: any un-banked cash as at 31/3/2024	<b>n/a</b>	-
<b>Net balances as at 31/3/2024 (Box 8)</b>		<b><u>15,461.3</u></b>