

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 20xx" 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: **Malmesbury Town Council**

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

Financial year ending 31 March 2024

Prepared by (Name and Role): **Claire Mann - Town Clerk and RFO**

Date: **25/06/2024**

| | | £ | £ |
|--|-----------|------------|--------------------------|
| Balance per bank statements as at 31/3/24: | | | |
| Lloyds | account 1 | 419,584.56 | |
| Lloyds | account 2 | 19,550.88 | |
| Close Bros | account 3 | 61,050.43 | |
| | | | 500,185.87 |
| Petty cash float (if applicable) | | | 147.94 |
| Less: any unpresented cheques as at 31/03/24 (enter these as negative numbers) | | | |
| | | | - |
| Add: any un-banked cash as at 31/3/xx | | | |
| | | | - |
| Net balances as at 31/3/xx (Box 8) | | | <u>500,333.81</u> |