

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 monthly basis. It should be completed 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: Cullingworth Village Council

County area (local councils and parish meetings only): Bradford MDC

Financial year ending 31 March 20xx

Prepared by (Name and Role): Anne Costigan Clerk/RFO

Date: 23/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
Current Account	14041.86	
Bank Premium Account	68896.50	
[add more accounts if necessary]		
		82938.36
Petty cash float (if applicable)		36.39
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
None		
[add more lines if necessary]		
		0.00
Add: any un-banked cash as at 31/3/xx		
None		
		0.00
Net balances as at 31/3/24 (Box 8)		82974.75