

**Bank reconciliation – pro forma**  
 This reconciliation should include all bank and building society accounts, including short term investment accounts. It must be prepared on a reconciliation basis. Please complete the highlighted boxes, remembering that un-presented cheques should be reported on a receipts and payments basis. figures.

Name of smaller authority: KINGSTON PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx 2022

Prepared by (Name and Role): Joy Rule Auditor (Internal)

Date: 08/05/2022

Balance per bank statements as at 31/03/2022

account 1  
 account 3  
 account 4  
 account 5  
 account 6  
 account 7  
 account 8  
 [add more accounts if necessary]

Petty cash float (if applicable)

Less: any un-presented cheques as at 31/03/2022

item 1  
 item 2  
 item 3  
 item 4  
 item 5  
 item 6  
 item 7  
 item 8  
 [add more lines if necessary]

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

Net balances as at 31/3/2022

£ 28,322.2

28,322.2

1,970.53

(10.00)  
 (1,000.00)  
 (205.52)  
 (7.80)  
 (747.21)

26,351.6