

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It is 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Date:

		£	£
Balance per bank statements as at 31/3/xx:			
	account 1	<input type="text"/>	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			-
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)			
	item 1	<input type="text"/>	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/xx	<input type="text"/>	<input type="text"/>	
			-
Net balances as at 31/3/xx (Box 8)			<u><u>-</u></u>

Bank reconciliation – example

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

Name of smaller authority: **Ratcliffe on the Wreake Parish Council**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Helen Chadwick**

Date: **21st July 2020**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	5,442.89	
High Interest Account		
Building Society Premium Account		
	<hr/>	5,442.89
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number	0.00	
	<hr/>	0.00
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	-	
	<hr/>	-
Net balances as at 31/3/xx (Box 8)		<u>5,442.89</u>