

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It 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 unpresented 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: 03/05/2021

£ £

Balance per bank statements as at 31/3/21:

| | | | |
|----------------------------------|-----------------|---------|---------|
| | Current account | 8,586.0 | |
| | account 2 | | |
| | account 3 | | |
| | account 4 | | |
| [add more accounts if necessary] | account 5 | | |
| | account 6 | | |
| | account 7 | | |
| | account 8 | | |
| | | <hr/> | 8,586.0 |

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)

| | | | |
|-------------------------------|--------|----------|----------|
| | 518 | (50.38) | |
| | 519 | (102.04) | |
| | 520 | (26.00) | |
| | 521 | (25.40) | |
| [add more lines if necessary] | 522 | (6.00) | |
| | 523 | (28.80) | |
| | item 7 | | |
| | item 8 | | |
| | | <hr/> | (238.62) |

Add: any un-banked cash as at 31/3/21

Net balances as at 31/3/21 (Box 8)

8,347.4