

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:

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role):

Date: 31/03/2021

	£	£
Balance per bank statements as at 31/3/21:		
account 1	2,287.9	
	<hr/>	2,287.9
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
NIL	0.00	
	<hr/>	-
Add: any un-banked cash as at 31/3/21		
NIL	-	
	<hr/>	-
Net balances as at 31/3/21 (Box 8)		<u><u>2,287.9</u></u>