

## 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: Birdingbury Parish Council

County area (local councils and parish meetings only): Warwickshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Jackie Chapman Clerk and RFO

Date: 01.07.2020

	£	£
<b>Balance per bank statements as at 31/3/20:</b>		
account 1	6,890.74	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		6,890.74
<b>Petty cash float (if applicable)</b>		-
<b>Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)</b>		
874	(79.13)	
875	(20.00)	
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(99.13)
<b>Add: any un-banked cash as at 31/3/xx</b>		
<b>Net balances as at 31/3/xx (Box 8)</b>		<u><u>6,791.61</u></u>