

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It should be included in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the reconciliation is prepared 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:		
[add more accounts if necessary]		
account 1		
account 2		
account 3		
account 4		
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)		
[add more lines if necessary]		
item 1		
item 2		
item 3		
item 4		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/xx (Box 8)		-

Bank reconciliation

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: Sheet Parish Council

County area (local councils and parish meetings only): East Hampshire

Financial year ending 31 March 2022

Prepared by (Name and Role): Jenny Hollinton Clerk/RFO

Date: 07/05/2022

	£	£
Balance per bank statements as at 31/3/xx: /22		
e.g Current Account	90,358.30	
High Interest Account	10,102.92	
Building Society Premium Account	80,000.00	
	<hr/>	180,461.22
Petty cash float (if applicable)		
Less: any un-presented cheques as at 31/3/22	22	
Cheque number 301308	(69.40)	
	<hr/>	(69.40)
Add: any un-banked cash as at 31/3/22		
	<hr/>	
Net balances as at 31/3/22 (Box 8)		<u><u>180,391.82</u></u>