

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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 accruals and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative numbers.

Name of smaller authority: **Downton Parish Council**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Bev Cornish Clerk & RFO**

Date: **16.06.21**

		£	£
Balance per bank statements as at 31/3/21:			
	account 1	12,992.01	
	account 2	88,337.70	
	account 3	3,920.01	
[add more accounts if necessary]			
			105,249.72
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)			
	item 1	0.00	
[add more lines if necessary]			
			-
Add: any un-banked cash as at 31/3/21			
		-	
			-
Net balances as at 31/3/21 (Box 8)			105,249.72