

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 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: 22/05/2024

	£	£
Balance per bank statements as at 31/3/24:		
account 1 Current Account	757.98	
account 2 Reserve Account	9,198.85	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
	<hr/>	9,956.83
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/24 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
	<hr/>	-
Add: any un-banked cash as at 31/3/24		
	<hr/>	-
Net balances as at 31/3/24 (Box 8)		<u>9,956.83</u>