

## Bank reconciliation – pro forma

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

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2021

Prepared by (Name and Role):

Date: 20/06/2021

	£	£
<b>Balance per bank statements as at 31/3/21</b>		
Bank Account	24,018.2	

[add more accounts if necessary]

\_\_\_\_\_ 24,018.2

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/21 **(enter these as negative numbers)**

528	(93.20)
530	(93.20)
531	(50.00)

[add more lines if necessary]

\_\_\_\_\_ (236.40)

Add: any un-banked cash as at 31/3/xx

\_\_\_\_\_ -

**Net balances as at 31/3/xx (Box 8)**

**23,781.8**