

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **m** the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the acc receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be figures.

Name of smaller authority: **BORDEN GATE PARISH COUNCIL**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **HAZEL RIDD (RFO)**

Date: **27/07/2020**

	£	£
Balance per bank statements as at 31/3/2020:		
HSBC Business Money Manager	3,654.10	
HSBC Community Account	2,703.64	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		6,357.74
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/20 (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		
		-
Add: any un-banked cash as at 31/3/20		
		-
Net balances as at 31/3/20 (Box 8)		<u>6,357.74</u>