

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

COOLING PARISH COUNCIL

County area (local councils and parish meetings only):

MEDWAY COUNCIL

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Date:

xx/xx/xxx

Balance per bank statements as at 31/3/xx:

account 1
account 2
account 3
account 4
[add more accounts if necessary] account 5
account 6
account 7
account 8

CURRENT ACCOUNT
DEPOSIT —

£ £

4615.81
2410.08

Petty cash float (if applicable)

100.78

Less: any unpresented cheques as at 31/3/xx (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/xx

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

7126.67