

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 payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Doddington Parish Council

County area (local councils and parish meetings only): Kent

Financial year ending 31 March 20xx

Prepared by (Name and Role): Wendy Licence Clerk & RFO

Date: 29/05/2020

		£	£
Balance per bank statements as at 31/3/20:			
NatWest Current account	account 1	50	
NatWest Business Reserve	account 2	18827	

[add more accounts if necessary]

18877.00

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/20 (**enter these as negative numbers**)

Cheque number	1219	-1600.00
Cheque number	1220	-336.38
Cheque number	1221	-84.00

-2020.38

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

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Net balances as at 31/3/20 (Box 8)

16856.62