

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **mu** column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be 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: 29/05/2020

	£	£
Balance per bank statements as at 31/3/20:		
Business reserve	5,699.6	
Current account	40.5	

[add more accounts if necessary]

_____ 5,740.1

Petty cash float (if applicable) -

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

BACS	-135.57
BACS	-8.50
BACS	-33.80
BACS	-33.14

[add more lines if necessary]

_____ (211.01)

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

_____ -

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

5,529.1