

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 2022” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared 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: **Newton Regis, Seckington and No Man's Heath Parish Council**

County area (local councils and parish meetings only):

Financial year ending 31 March 2022

Prepared by (Name and Role): **Nicola Allton Clerk and RFO**

Date: **01/06/2022**

Balance per bank statements as at 31/3/21:

	£	£
30-98-44 00411220	971.92	
30-98-44 00028508	2721.27	
30-98-44 07109589	4683.93	
30-98-44 222623060	6013.15	
		14390.27

Petty cash float (if applicable) 0.00

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

Che 1227	-206.95	
Che 1218	-715.02	
Chq 538	-450.00	
Che 539	-300.00	
Che 540	-335.00	
	-2006.97	
		-2006.97

Add: any un-banked cash as at 31/3/21

0	0.00	
		0.00

Net balances as at 31/3/21 (Box 8)						12383.30				
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Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: ABC Parish Council

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

Financial year ending 31 March 2019

Prepared by (Name and Role): Clerk/ RFO

Date: xx/xx/19

£ £

Balance per bank statements as at 31/3/19:

e.g Current Account	1,000.00
High Interest Account	3,000.00
Building Society Premium Account	10,000.00

14,000.00

Petty cash float (if applicable) 10.00

Less: any un-presented cheques as at 31/3/19

(normally only current account)

Cheque number	154	(60.00)
	157	(18.00)
	158	(2.00)

(80.00)

Add: any un-banked cash as at 31/3/19

e.g Allotment rents banked 30/3/18 (but not credited until 2 April) 50.00

50.00

Net balances as at 31/3/19 (Box 8)

13,980.00

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the ‘Practitioners’ Guide’.

Please complete the pro forma template on the other tab for your smaller authority.