

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be completed in 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 receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered in the appropriate column.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

Date: 31/05/2020

	£	£
<b>Balance per bank statements as at 31/3/20:</b>		
account 1	7,496.0	

[add more accounts if necessary]

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7,496.0

Petty cash float (if applicable) -

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

Cheque number	224	-£10.00
	279	-205.61
	283	-665.53
	284	-139.73
Direct debit		-136.69

(1,157.56)

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

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**Net balances as at 31/3/20 (Box 8)** 6,338.4