

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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 prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Clee St Margaret Parish Council**

County area (local councils and parish meetings only): **Shropshire**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Heather Coonick Clerk/RFO**

Date: **27/04/2022**

	£	£
Balance per bank statements as at 31/3/22:		
Treasurers	1,754.31	
Instant	23,337.03	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		25,091.34
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/22 (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		
		0.00
Add: any un-banked cash as at 31/3/22		
		0.00
Net balances as at 31/3/22 (Box 8)		25,091.34