

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared or payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative :

Name of smaller authority: **Tunstall Parish Council**

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

Financial year ending 31 March 20xx

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

Date: **29/05/2020**

		£	£
Balance per bank statements as at 31/3/xx:			
Barclays Current Account	account 1	28,309.77	
Barclays Business Reserve	account 2	10,301.67	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			38,611.44
Petty cash float (if applicable)			
			-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
Direct debit NEST	item 1	- 113.62	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			- 113.62
Add: any un-banked cash as at 31/3/xx			
			-
Net balances as at 31/3/20 (Box 8)			<u><u>38,497.82</u></u>