

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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: Tunstall Parish Council

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

Financial year ending 31 March 2021

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

Date: 03/05/2021

	£	£
Balance per bank statements as at 31/3/21:		
Barclays Community account 1	33,662.4	
Barclays Business Premium account 2	10,306.4	
[add more accounts if necessary] account 3		
		43,968.8
 Petty cash float (if applicable)		-
 Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
1476 item 1	(150.00)	
[add more lines if necessary] item 2		
		(150.00)
 Add: any un-banked cash as at 31/3/21		
		-
 Net balances as at 31/3/21 (Box 8)		43,819