

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented entered as negative figures.

Name of smaller authority:

Eskdale Parish council

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role):

Lesley Cooper, Clerk/RFO

Date:

4/27/2021

£ £

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

Current a/c

account 1

4,986.1

Reserve a/c

account 2

426.2

account 3

account 4

[add more accounts if necessary]

account 5

account 6

account 7

account 8

5,412.3

Petty cash float (if applicable)

-

Less: any unrepresented cheques as at 31/3/21 (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

-

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

-

Net balances as at 31/3/21(Box 8)

5,412.3

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 20xx" 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 20xx

Prepared by (Name and Role):

Clerk/ RFO

Date:

xx/xx/xx

	£	£
Balance per bank statements as at 31/3/xx:		
<i>e.g</i> 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 unpresented cheques as at 31/3/xx (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/xx <i>e.g</i> Allotment rents banked 30/3/xx (but not credited until 2 April)	50.00	
		50.00
Net balances as at 31/3/xx (Box 8)		13,980.00