

## 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: Reepham Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 20xx

Prepared by (Name and Role): B Wharton RFO/Clerk

Date: 13/08/2020

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
account 1	360.7	
account 2	47,234.5	
[add more accounts if necessary]		
		47,595.3
Petty cash float (if applicable)		68.6
Less: any unpresented cheques as at 31/3/xx <b>(enter these as negative numbers)</b>		
956	(2.68)	
960	(255.00)	
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(257.68)
Add: any un-banked cash as at 31/3/xx		
		-
<b>Net balances as at 31/3/xx (Box 8)</b>		<b>47,406.2</b>