

31/03/21

**Bank reconciliation – pro forma**

This reconciliation should include all bank and building society accounts, including short term investment accounts. It 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: BRENZETT PARISH COUNCIL

County area (local councils and parish meetings only):

**Financial year ending 31 March 20xx**

Prepared by (Name and Role):

Date: xx/xx/xxx

|                                                   |           | £                                                                          | £       |
|---------------------------------------------------|-----------|----------------------------------------------------------------------------|---------|
| <b>Balance per bank statements as at 31/3/xx:</b> |           |                                                                            |         |
|                                                   | account 1 | <div style="background-color: yellow; width: 100px; height: 100px;"></div> |         |
|                                                   | account 2 |                                                                            |         |
|                                                   | account 3 |                                                                            |         |
|                                                   | account 4 |                                                                            |         |
| [add more accounts if necessary]                  | account 5 |                                                                            |         |
|                                                   | account 6 |                                                                            |         |
|                                                   | account 7 |                                                                            |         |
|                                                   | account 8 |                                                                            |         |
|                                                   |           |                                                                            | 11823 - |

Petty cash float (if applicable) -

|                                                                                      |        |                                                                            |          |
|--------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------|----------|
| <b>Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)</b> |        |                                                                            |          |
|                                                                                      | item 1 | <div style="background-color: yellow; width: 100px; height: 100px;"></div> |          |
|                                                                                      | item 2 |                                                                            | (77.00)  |
|                                                                                      | item 3 |                                                                            | (292.00) |
|                                                                                      | item 4 |                                                                            |          |
| [add more lines if necessary]                                                        | item 5 |                                                                            |          |
|                                                                                      | item 6 |                                                                            |          |
|                                                                                      | item 7 |                                                                            |          |
|                                                                                      | item 8 |                                                                            |          |
|                                                                                      |        |                                                                            | (369) -  |

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

**Net balances as at 31/3/xx (Box 8)** 11454