

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 2019" 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:

Whicham Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2019

Prepared by (Name and Role):

Mrs L Cooper, Clerk/RFO

Date:

4/29/2019

		£	£
Balance per bank statements as at 31/3/19:			
	account 1	17,800.1	
	account 2	246.8	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			18,046.9
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)			
	item 1	(65.00)	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(65.00)
Add: any un-banked cash as at 31/3/19			
Net balances as at 31/3/19 (Box 8)			17,981.9

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 2019" 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 2019

Prepared by (Name and Role): **Clerk/ RFO**

Date: **xx/xx/19**

	£	£
Balance per bank statements as at 31/3/19:		
<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 31/3/19 <i>(normally only current account)</i>		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		(80.00)
Add: any un-banked cash as at 31/3/19 <i>e.g</i> Allotment rents banked 30/3/18 <i>(but not credited until 2 April)</i>	50.00	
		50.00
Net balances as at 31/3/19 (Box 8)		13,980.00