

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **is** 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 included in the figures.

Name of smaller authority:

Whicham 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:

10/06/x2021

|                                                                               |           | £        | £                      |
|-------------------------------------------------------------------------------|-----------|----------|------------------------|
| <b>Balance per bank statements as at 31/3/21:</b>                             |           |          |                        |
| Current                                                                       | account 1 | 23,387.7 |                        |
| Deposit                                                                       | account 2 | 10,248.2 |                        |
|                                                                               | account 3 |          |                        |
|                                                                               | account 4 |          |                        |
| [add more accounts if necessary]                                              | account 5 |          |                        |
|                                                                               | account 6 |          |                        |
|                                                                               | account 7 |          |                        |
|                                                                               | account 8 |          |                        |
|                                                                               |           |          | 33,635.8               |
| Petty cash float (if applicable)                                              |           |          |                        |
|                                                                               |           |          | -                      |
| Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers) |           |          |                        |
| Cheque no 1134                                                                | item 1    | (500.00) |                        |
|                                                                               | item 2    |          |                        |
|                                                                               | item 3    |          |                        |
|                                                                               | item 4    |          |                        |
| [add more lines if necessary]                                                 | item 5    |          |                        |
|                                                                               | item 6    |          |                        |
|                                                                               | item 7    |          |                        |
|                                                                               | item 8    |          |                        |
|                                                                               |           |          | (500.00)               |
| Add: any un-banked cash as at 31/3/21                                         |           |          |                        |
|                                                                               |           | -        |                        |
|                                                                               |           |          | -                      |
| <b>Net balances as at 31/3/21 (Box 8)</b>                                     |           |          | <b><u>33,135.8</u></b> |

## 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

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