

31/3/21

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:

PLUCKLEY PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

GEOFF EATON

Date:

xx/xx/xxx

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

£ £

account 1 COMMUNITY DIRECT
account 2 BUSINESS DIRECT
account 3
account 4
[add more accounts if necessary]
account 5
account 6
account 7
account 8

28910 ✓
88996

117,907

Petty cash float (if applicable)

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

item 1 CHEQUE 1667 (250.00)
item 2 1673 (51.00)
item 3 1686 (50.00)
item 4 1688 (107.00)
[add more lines if necessary]
item 5 1696 (40.00)
item 6
item 7
item 8

[add more lines if necessary]

(498) ✓

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

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

117,409