

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 r basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Great and Little Chishill Parish Council

County area (local councils and parish meetings only): South Cambridgeshire

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Sarah Scott - RFO / Proper Officer

Date: 30/050/2021

	£	£
<b>Balance per bank statements as at 31/3/2021:</b>		
Current Account	190.2	
Deposit Account	14,063.77	
[add more accounts if necessary]		
		14,253.9
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2021 <b>(enter these as negative numbers)</b>		
[add more lines if necessary]		
	0.00	
Add: any un-banked cash as at 31/3/2021		
[add more lines if necessary]		
	-	
		-
<b>Net balances as at 31/3/xx (Box 8)</b>		<b>14,253.9</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: **Great and Little Chishill Parosh Council**

County area (local councils and parish meetings only): **South Cambridgeshire**

### Financial year ending 31 March 20xx

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

Date: **30/05/2021**

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
e.g Current Account	190.15	
High Interest Account	14,063.77	
Building Society Premium Account	-	
	<hr/>	14,253.92
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2021 (normally only current account)		
Cheque number	0.00	
	0.00	
	0.00	
	<hr/>	0.00
Add: any un-banked cash as at 31/3/2021 e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	-	
	<hr/>	-
<b>Net balances as at 31/3/2021 (Box 8)</b>		<b><u>14,253.92</u></b>