

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It is to be included in the column headed "Year ending 31 March 2023" 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 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 2023

Prepared by (Name and Role):

Sarah Scott, Proper Office

Date:

01/05/2023

	£	£
Balance per bank statements as at 31/3/23:		
account 1	14.2	
account 2	19,708.6	
		19,722.8
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
item 1	0.00	
		-
Add: any un-banked cash as at 31/3/22		
	-	
		-
Net balances as at 31/3/22(Box 8)		<u>19,722.8</u>

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 2022” 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 Parish Council**

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

Financial year ending 31 March 2022

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

Date: **01/05/2022**

	£	£
Balance per bank statements as at 31/3/22:		
e.g Current Account	895.67	
High Interest Account	17,965.01	
Building Society Premium Account	-	
	<hr/>	18,860.68
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 <i>(normally only current account)</i>		
Cheque number	0.00	
	0.00	
	0.00	
	<hr/>	0.00
Add: any un-banked cash as at 31/3/22 e.g Allotment rents banked 30/3/22 <i>(but not credited until 2 April)</i>	-	
	<hr/>	-
Net balances as at 31/3/22 (Box 8)		<u><u>18,860.68</u></u>