

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 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 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 2019

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

Date: 11/04/2019

	£	£
Balance per bank statements as at 31/3/19:		
Current Deposit	756.1	
[add more accounts if necessary]	18,959.1	
	19,715.2	
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)		
[add more lines if necessary]		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/19		
		-
Net balances as at 31/3/19 (Box 8)		19,715.2

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	
	<hr/>	14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/19 <i>(normally only current account)</i>		
Cheque number		
154	(60.00)	
157	(18.00)	
158	(2.00)	
	<hr/>	(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	
	<hr/>	50.00
Net balances as at 31/3/19 (Box 8)		<u><u>13,980.00</u></u>