

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 accrual and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role):

Date: 15/04/2021

	£	£
Balance per bank statements as at 31/3/21:		
Current Account	8,646.8	
Business Bank Instant	<u>56,104.4</u>	64,751.2
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
Cheque number 1891	(1,800.00)	
Cheque number 1894	(1,836.00)	
Cheque number 1895	(900.00)	
Cheque number 1896	(414.00)	
Cheque number 1897	(1,410.00)	
Cheque number 1898	(375.00)	
Cheque number 1899	<u>-12.61</u>	
		(6,747.61)
Add: any un-banked cash as at 31/3/21		
		<u>-</u>
Net balances as at 31/3/21 (Box 8)		<u><u>58,003.6</u></u>