

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented entered as negative figures.

Name of smaller authority: URTON PYNE & COWLEY PARISH COUNCIL

County area (local councils and parish meetings only): —

Financial year ending 31 March 20xx

Prepared by (Name and Role): JACQUI WARD – PARISH CLERK

Date: 28/4/2020
xx/xx/xx

	£	£
Balance per bank statements as at 31/3/xx:		
account 1	22,385	
account 2	5,279	
account 3	1,398	
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		

Petty cash float (if applicable) N/A

Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
item 1	CHQ 1039	- 125
item 2	" 1081	- 64
item 3	" 1082	- 67
item 4		
[add more lines if necessary] item 5		- 3,000 = Error by payer
item 6		
item 7		
item 8		

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

Net balances as at 31/3/xx (Box 8) 25,806