

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in “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. Complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Willoughby & District

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

J. Cooper Parish clerk/RFO

Date:

05/04/2022

	£	£
Balance per bank statements as at 31/3/xx:		
account 1	£ 14,531.80	
account 2	£ 12,254.68	
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		£ 26,786.48
Petty cash float (if applicable)		£ -
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
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)		£ 26,786.48