

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 a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Marlesford Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role): Melanie Thurston - Responsible Finance Officer & Clerk

Date: 4/26/2021

	£	£
Balance per bank statements as at 31/3/21		
Barclays Community Account	£5,719.10	
Barclays Business Account	839.57	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		6558.67
Petty cash float (if applicable)		NA
Less: any unpresented cheques as at 31/3/21 (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 31/3/21		
		-
Net balances as at 31/3/21(Box 8)		£6,559.00

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 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

Name of smaller authority: **ABC Parish Council**

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

Financial year ending 31 March 20xx

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

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g 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 unpresented cheques as at 31/3/xx (normally only current account)		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	50.00	
		<hr/>
		50.00
Net balances as at 31/3/xx (Box 8)		<hr/> <hr/> 13,980.00