

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be e figures.

Name of smaller authority: Harmston Parish Council

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): Helen Jones Clerk & RFO

Date: 06.05.2022

	£	£
Balance per bank statements as at 31/3/22:		
Treasurers Account	18,144.0	
		18,144.0
Petty cash float (if applicable)		200.0
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)		
REF 52 (CHQ 1044)		
REF 56 (CHQ 1048)		
REF 57 (CHQ 1049)		
		-
Add: any un-banked cash as at 31/3/22		
		-
Net balances as at 31/3/22 (Box 8)		18,344.0

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 un-presented cheques as at 31/3/xx <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/xx e.g Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>	50.00	
		<hr/>
		50.00
Net balances as at 31/3/xx (Box 8)		<u>13,980.00</u>