

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must include a column headed "Year ending 31 March 2025" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority:

Harmston Parish Council

County area (local councils and parish meetings only):

Lincoln

Financial year ending 31 March 2025

Prepared by (Name and Role):

Helen Jones Clerk & RFO

Date:

25.04.2025

	£	£
Balance per bank statements as at 31/3/25:		
Treasurers Account	16,891.0	
		16,891.1
Petty cash float (if applicable)		
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)		
		-
Add: any un-banked cash as at 31/3/25		
		-
Net balances as at 31/3/24 (Box 8)		16,891.1

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	
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		(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	
		50.00
Net balances as at 31/3/xx (Box 8)		13,980.00