

Bank reconciliation – pro forma

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

Name of smaller authority:

HASKETON PARISH COUNCIL

County area (local councils and parish meetings only):

SUFFOLK

Financial year ending 31 March 2020

Prepared by (Name and Role):

David Keeble, Parish Clerk and RFO

Date:

01/05/2020

		£	£
Balance per bank statements as at 31/03/2020			
	account 1 Current	4,483.0	
	account 2 Savings	26,654.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			31,137.0
Petty cash float (if applicable)			-
Less: any unrepresented cheques as at 31/03/2020			
	item 1 No 100696	(500.00)	
	item 2 No 100897	(110.00)	
	item 3 No 100695	(192.00)	
	item 4 No 100699	(132.00)	
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(934.00)
Add: any un-banked cash as at 31/3/xx			
Net balances as at 31/3/20 (Box 8)			<u>30,203.0</u>

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 (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)		<u>13,980.00</u>