

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the accounts 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 payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2021

Prepared by (Name and Role):

Date: 21/04/2021

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
Unity Trust Account	£ 32,182.30	
	<hr/>	£ 32,182.30
Petty cash float (if applicable)		-
Less: any unpresented payments as at 31/3/21 <b>(enter these as negative numbers)</b>		
Clerk	(682.93)	
HMRC	(159.96)	
R Taylor	(18.00)	
Surrey Hills	(495.00)	
[add more lines if necessary] Ryarsh Parish Council	(100.00)	
	<hr/>	(1,455.89)
Add: any un-banked cash as at 31/3/21		
	<hr/>	-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b><u>£ 30,726.41</u></b>