

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be 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 on the receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a debit basis.

Name of smaller authority: **Higher Hurdsfield Parish Council**

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

Financial year ending 31 March 20xx **22**

Prepared by (Name and Role): **Wendy Carter Parish Clerk and RFO**

Date: **22/05/2022**

	£	£
Balance per bank statements as at 31/3/xx:		
account 1	4,798.62	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		4,798.6
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
917	(273.00)	
919	(137.35)	
920	(25.00)	
921	(240.00)	
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		(675.35)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/xx (Box 8)		<u>4,123.3</u>