

Bank reconciliation – pro forma

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

Name of smaller authority:	Dean Prior Parish Council			
County area (local councils and parish meetings only):	Devon			
Financial year ending 31 March 20xx				
Prepared by (Name and Role):	Karen Gilbert - Clerk / RFO			
Date:	27/5/22			
			£	£
Balance per bank statements as at 31/3 /22				
	account 1		6,858.9	
	account 2			
	account 3			
	account 4			
[add more accounts if necessary]	account 5			
	account 6			
	account 7			
	account 8			
				6,858.9
Petty cash float (if applicable)				-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)				
	item 1			
	item 2			
	item 3			
	item 4			
[add more lines if necessary]	item 5			
	item 6			
	item 7			
	item 8			
				-
Add: any un-banked cash as at 31/3/xx				
				-
Net balances as at 31/3/xx (Box 8)				6,858.9