Bank reconciliation – pro forma

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. 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 20xx			
Prepared by (Name and Role):			
Date:	xx/xx/xxx		
		£	£
Balance per bank statements as at 31/3/xx:			
	account 1		
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			-
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)			**-**

Bank reconciliation

Name of smaller authority:			Micheldever Parish Council				
County area (local councils and parish meetings only):					Hampshire		
Financial year ending 31 March 2020							
Prepared by (Name and Role):				Jocelyn Jenkins (Clerk & RFO)			
Date:				17th June 2020			
					£	£	
Balance per bank statements as at 31/3/20:							
Current Account					500.00		
Special Interest Bearing					55,211.78		
Open Space Account					5,180.65		
Deposit Account 1					10,115.62		
Deposit Account 2					10,099.44		
						81,107.49	
Petty cash float (if applicable)						-	
Less: any unpresented cheques as at 31/3/xx							
(normally only current account)							
Cheque number		2395			(45.00)		
		2445			(72.00)		
		2444			(3,000.00)		
						(3,117.00)	
Net balances as at 31/3/20 (Box 8)						**77,990.49**	