

## Bank reconciliation – pro forma

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

Name of smaller authority:

Barrowby Parish Council

County area (local councils and parish meetings only):

**Financial year ending 31 March 2021**

Prepared by (Name and Role):

Mrs Julie Moss Clerk and RFO

Date:

4/15/2021

|                                                                                        | £         | £                       |
|----------------------------------------------------------------------------------------|-----------|-------------------------|
| <b>Balance per bank statements as at 31/3/21:</b>                                      |           |                         |
| Current Account                                                                        | 104,677.0 |                         |
| account 2                                                                              |           |                         |
| account 3                                                                              |           |                         |
| account 4                                                                              |           |                         |
| [add more accounts if necessary] account 5                                             |           |                         |
| account 6                                                                              |           |                         |
| account 7                                                                              |           |                         |
| account 8                                                                              |           |                         |
|                                                                                        |           | 104,677.0               |
| Petty cash float (if applicable)                                                       |           | -                       |
| Less: any unpresented cheques as at 31/3/21 ( <b>enter these as negative numbers</b> ) |           |                         |
| item 1                                                                                 | 0.00      |                         |
| 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 31/3/21                                                  |           |                         |
|                                                                                        | -         |                         |
|                                                                                        |           | -                       |
| <b>Net balances as at 31/3/x21(Box 8)</b>                                              |           | <b><u>104,677.0</u></b> |

# 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

|                                                                                                              | £         | £                |
|--------------------------------------------------------------------------------------------------------------|-----------|------------------|
| <b>Balance per bank statements as at 31/3/xx:</b>                                                            |           |                  |
| e.g Current Account                                                                                          | 1,000.00  |                  |
| High Interest Account                                                                                        | 3,000.00  |                  |
| Building Society Premium Account                                                                             | 10,000.00 |                  |
|                                                                                                              |           |                  |
|                                                                                                              |           | 14,000.00        |
| Petty cash float (if applicable)                                                                             |           | 10.00            |
| Less: any un-presented cheques as at 31/3/xx<br>(normally only current account)                              |           |                  |
| Cheque number 154                                                                                            | (60.00)   |                  |
| 157                                                                                                          | (18.00)   |                  |
| 158                                                                                                          | (2.00)    |                  |
|                                                                                                              |           | (80.00)          |
| Add: any un-banked cash as at 31/3/xx<br>e.g Allotment rents banked 30/3/xx (but not credited until 2 April) | 50.00     |                  |
|                                                                                                              |           | 50.00            |
| <b>Net balances as at 31/3/xx (Box 8)</b>                                                                    |           | <b>13,980.00</b> |