

## 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: **STISTED PARISH COUNCIL**

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Mrs Melanie Whiteside**

Date: **05/05/2020**

|  | £               | £                      |
|--|-----------------|------------------------|
| <b>Balance per bank statements as at 31/3/2020:</b>                                    |                 |                        |
| Current  | <b>11520.28</b> |                        |
| Deposit  | <b>3713.35</b>  |                        |
|  |                 | 15233.63               |
| Petty cash float (if applicable)   |                 | -                      |
| Less: any unpresented cheques as at 31/3/20 ( <b>enter these as negative numbers</b> ) | <b>401466</b>   | <b>(200.00)</b>        |
|  |                 | (200.00)               |
| Add: any un-banked cash as at 31/3/20  |                 |                        |
|  |                 | -                      |
| <b>Net balances as at 31/3/20 (Box 8)</b>  |                 | <b><u>15033.63</u></b> |