

## Bank reconciliation – pro forma

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

Name of smaller authority: **Wicken Parish Council**

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

### Financial year ending 31 March 2020

Prepared by (Name and Role): **Valda Clapham - Parish clerk**

Date: **29/04/2020**

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
account 1	5617.84	
account 2	25451.56	
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		31,069.4
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx ( <b>enter these as negative numbers</b> )		
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		
		-
<b>Net balances as at 31/3/xx (Box 8)</b>		<b><u>31,069.4</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>		
<i>e.g</i> Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
	<hr/>	14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number		
154	(60.00)	
157	(18.00)	
158	(2.00)	
	<hr/>	(80.00)
Add: any un-banked cash as at 31/3/xx <i>e.g</i> Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>	50.00	
	<hr/>	50.00
<b>Net balances as at 31/3/xx (Box 8)</b>		<b><u>13,980.00</u></b>