

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It 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: **Clovelly Parish Council**

County area (local councils and parish meetings only): **Devon. DV0102**

Financial Year ending 31 March 2024

Prepared by (Name and Role): **Mrs S Squire, Parish Clerk / Responsible Financial Officer**

Date: **06/05/2024**

	£	£
Balance per bank statements as at 31/03/2024		
NatWest Current Account	1,086.8	
NatWest Business Reserve Account	4,094.9	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		5,181.7
Petty cash float (if applicable)		-
Less: Unpresented cheques as at 31/03/2024		
Ch. No. 1075	(309.63)	
Ch. No. 1111	(250.00)	
Ch. No. 1080	(125.00)	
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(684.63)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/03/2024		<u>4,497.0</u>

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

	£	£
Balance per bank statements as at 31/3/xx:		
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 unpresented cheques as at 31/3/xx (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 e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	50.00	
		50.00
Net balances as at 31/3/xx (Box 8)		13,980.00