

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 2020

Prepared by (Name and Role):

Date:

	£	£
Balance per bank statements as at 31/3/20:		
Unity Trust current account	816.0	
Unity Trust instant access savings account	28,847.0	
		29,663.0
Petty cash float (not applicable)		-
Less: any unpresented cheques as at 31/3/2020		
None	-	
		-
Add: any un-banked cash as at 31/3/2020		
None	-	
		-
Net balances as at 31/3/2020 (Box 8)		29,663.0