

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 i “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 pay complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Dummer Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role): Karen Ross - Clerk

Date: 19/06/2021

	£	£
Balance per bank statements as at 31/3/21		
account 1	1,116	
account 2	3,083	
account 3	13,515	
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		17,714
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
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		
		-
Net balances as at 31/3/21 (Box 8)		17,714