

## 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:

Todenham Parish Council

County area (local councils and parish meetings only):

Gloucestershire

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

Sue Finlay, clerk/RFO

Date:

31/03/2020

|                                                    |           | £       | £              |
|----------------------------------------------------|-----------|---------|----------------|
| <b>Balance per bank statements as at 31 Mar-20</b> |           |         |                |
|                                                    | account 1 | 9,271.9 |                |
|                                                    | account 2 |         |                |
|                                                    | account 3 |         |                |
|                                                    | account 4 |         |                |
| [add more accounts if necessary]                   | account 5 |         |                |
|                                                    | account 6 |         |                |
|                                                    | account 7 |         |                |
|                                                    | account 8 |         |                |
|                                                    |           |         | 9,271.9        |
| Petty cash float (if applicable)                   |           | -       | -              |
| Less: any un-presented cheques as at 31/03/20      |           |         |                |
|                                                    | item 1    | 273.62  |                |
|                                                    | item 2    | 216.00  |                |
|                                                    | 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 balance at 31/03/20</b>                     |           |         | <b>8,782.3</b> |