

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: Hopton cum Knettishall Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role): Rowena Salter Clerk/RFO

Date: 29/06/2020

	£	£
Balance per bank statements as at 31/3/xx:		
Current Account	9,248.1	
Savings Account	45,546.0	
account 3		
account 4		54,794.1
 Petty cash float (if applicable)		8.8
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
item 5		
item 6		
item 7		
item 8		
[add more lines if necessary]		
 Add: any un-banked cash as at 31/3/20		-
		-
 Net balances as at 31/3/2020 (Box 8)		<u><u>54,802.9</u></u>