

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** include a 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 credit and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative numbers.

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: 17/05/2021

	£	£
Balance per bank statements as at 31/3/xx:		
Current Account	10,301.4	
Savings Account	45,566.8	
[add more accounts if necessary]		
		55,868.1
Petty cash float (if applicable)		8.8
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
[add more lines if necessary]		
		-
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/2021 (Box 8)		55,876.9