

## 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 2021" 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 2021

Prepared by (Name and Role):

Date:

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
Current Account	10,762	
Savings Account	3,190	
	<hr/>	13,952
Petty cash float (if applicable)	-	-
Less: any unpresented cheques as at 31/3/21 <b>(enter these as negative numbers)</b>		
Cheque number		
545	(472)	
547	(140)	
	<hr/>	(612)
Add: any un-banked cash as at 31/3/21	<input type="text" value="-"/>	<input type="text" value="-"/>
	<hr/>	<hr/>
<b>Net balances as at 31/3/21 (Box 8)</b>		<b>13,340</b>