

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Date: 22/04/2021

	£	£
Balance per bank statements as at 31/3/21:		
NatWest Current Account	3,775.26	
NatWest Reserve Account	10,243.34	
Mansfield Deposit Account account 8	2.35	
	<hr/>	14,020.95
Petty cash float (if applicable)		-
Less: Income relating to 2021/22 banked as at 31/3/21 (enter these as negative numbers)		
Cemetery fees due April 2021 item 8	- 280.00	
	<hr/>	- 280.00
Add: any un-banked cash as at 31/3/21		
		<hr/>
		-
Net balances as at 31/3/xx (Box 8)		<u><u>13,740.95</u></u>