

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the accounts 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 accruals and prepayments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: LITTON PARISH COUNCIL

County area (local councils and parish meetings only): DERBYSHIRE

Financial year ending 31 March 20xx

Prepared by (Name and Role): GILL TURNER, CLERK AND RESPONSIBLE FINANCE OFFICER

Date: 06/05/2020

	£	£
Balance per bank statements as at 31/3/20:		
NatWest Current Account	3,188.13	
Mansfield Community Deposit	10,153.29	
NatWest Reserve Account	<u>2.35</u>	
		13,343.77
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
Preapproved Qtr 4 Handy Peson contract	(350.00)	
Preapproved bin emptying	<u>(110.50)</u>	
		- 460.50
Add: any un-banked cash as at 31/3/20		
		<hr style="border-top: 1px solid black;"/>
Net balances as at 31/3/20 (Box 8)		<u><u>12,883.27</u></u>