

## 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: Cheriton Fitzpaine Parish Council

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

### Financial year ending 31 March 2021

Prepared by (Name and Role): Denise Kingdon Clerk/ RFO Denise Kingdon Clerk/ RFO

Date: 07.07.2021

	£	£																
<b>Balance per bank statements as at 31/3/xx:</b>																		
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">Current Account</span>	<span style="border-bottom: 1px solid black; color: red;">£12,353.00</span>	12,353.0																
Petty cash float (if applicable)		-																
Less: any unpresented cheques as at 31/3/xx <b>(enter these as negative numbers)</b>																		
<table style="border-collapse: collapse;"> <tr><td style="border-right: 1px solid black; padding: 2px;">item 1</td><td style="background-color: yellow; width: 80px;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 2</td><td style="background-color: yellow;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 3</td><td style="background-color: yellow;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 4</td><td style="background-color: yellow;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 5</td><td style="background-color: yellow;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 6</td><td style="background-color: yellow;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 7</td><td style="background-color: yellow;"></td></tr> <tr><td style="border-right: 1px solid black; padding: 2px;">item 8</td><td style="background-color: yellow;"></td></tr> </table>	item 1		item 2		item 3		item 4		item 5		item 6		item 7		item 8			
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/xx																		
		-																
<b>Net balances as at 31/3/21 (Box 8)</b>		<b>12,353.0</b>																