

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as

Name of smaller authority: Hittisleigh Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2020

Prepared by (Name and Role): Ruth Curtis, RFO

Date: 31/07/2020

	£	£
Balance per bank statements as at 31/3/20:		
account 1	5,656.2	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		5,656.2
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
196	(440.00)	
197	(88.00)	
200	(15.20)	
201	(440.00)	
[add more lines if necessary] 202	(88.00)	
item 6		
item 7		
item 8		(1,071.20)
Add: any un-banked cash as at 31/3/20		
Net balances as at 31/3/20 (Box 8)		4,585.0