

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:

County area (local councils and parish meetings only):

Financial year ending 31 March 2022

Prepared by (Name and Role):

Date: 30/05/2022

	£	£
Balance per bank statements as at 31 31/03/2022		
account 1	19,011.0	
		19,011.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)		
Cheque Number		
398	(86.40)	
399	(174.56)	
400	(28.92)	
401	(50.00)	
402	(309.96)	
403	(59.99)	
		(709.83)
Add: any un-banked cash as at 31/3/22		
		-
Net balances as at 31/3/22 (Box 8)		<u>18,301.2</u>