

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority: Leverton Parish Council

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

### Financial year ending 31 March 2024

Prepared by (Name and Role): Carol Anderton Clerk & RFO

Date: 24.04.2024

	£	£
<b>Balance per bank statements as at 31/3/24:</b>		
Treasurers Account	8,255.00	
account 3		
account 4		
account 5		
account 6		
account 7		
account 8		
[add more accounts if necessary]		
	8,255.00	8,255.00
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 <b>(enter these as negative numbers)</b>		
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 31/3/24		
		-
<b>Net balances as at 31/3/24 (Box 8)</b>		<b>8,255.00</b>

## Bank reconciliation – example

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

Name of smaller authority: **ABC Parish Council**

County area (local councils and parish meetings only): **ABC County**

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Clerk/ RFO**

Date: **xx/xx/xx**

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
e.g Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
	<hr/>	14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number           154	(60.00)	
157	(18.00)	
158	(2.00)	
	<hr/>	(80.00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	50.00	
	<hr/>	50.00
<b>Net balances as at 31/3/xx (Box 8)</b>		<b><u><u>13,980.00</u></u></b>