

## 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority: Hennock Parish Council

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Eleanor Maynard, Clerk and RFO

Date: 27/04/2023

	£	£
<b>Balance per bank statements as at 31/3/23:</b>		
Current Account / Treasurers Account	25,144.48	
Savings Accounts / Bus Bank Account	7,140.00	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
	32,284.48	
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx <b>(enter these as negative numbers)</b>		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/xx		
		-
<b>Net balances as at 31/3/23 (Box 8)</b>		<b>32,284.48</b>