

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 un-presented cheques should be entered in figures.

Name of smaller authority:

Freckenham Parish Council

County area (local councils and parish meetings only):

West Suffolk

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Jadi Coe, clerk and RFO

Date:

11/05/2020

	£	£
Balance per bank statements as at 31/3/20:		
account 1	5,783.9	
account 2	11,847.5	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		17,631.4
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
item 1	-140.00	
item 2	-17.49	
item 3	-16.44	
item 4	-1,399.80	
[add more lines if necessary] item 5	-853.70	
item 6	-83.80	
item 7	-306.00	
item 8	-100.00	
item 9	-21.60	
item 10	-2,188.18	
		(5,127.01)
Add: any un-banked cash as at 31/3/20		
Net balances as at 31/3/20 (Box 8)		<u>12,504.3</u>