

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:	RAVENSTONE PARISH COUNCIL			
County area (local councils and parish meetings only):	BUCKS			
Financial year ending 31 March 20xx				
Prepared by (Name and Role):	JULIAN VISCHER CLERK / RFO			
Date:	20/5/20			
			£	£
Balance per bank statements as at 31/3/xx:				
	Main		4,415.0	
	Saver		11,811.0	
	[add more accounts if necessary]			
				16,226.0
Petty cash float (if applicable)			None	-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)				
	None			
	[add more lines if necessary]			
				-
Add: any un-banked cash as at 31/3/20				
				-
Net balances as at 31/3/20 (Box 8)				16,226.0

