

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It 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 negative figures.

Name of smaller authority:

BOOTLE PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role):

Lesley Cooper Clerk/RFO

Date:

4/27/2021

		£	£
Balance per bank statements as at 31/3/21:			
current a/c	account 1	2,854.2	
deposit a/c	account 2	15,079.2	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			17,933.4
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)			
Chq no 375	item 1	(1.00)	
Chq no 397	item 2	(250.00)	
Chq no 406	item 3	(40.00)	
Chq no 408	item 4	(75.00)	
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(366.00)
Add: any un-banked cash as at 31/3/21			
Net balances as at 31/3/21 (Box 8)			<u>17,567.4</u>

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

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