

## Bank reconciliation – pro forma

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

Name of smaller authority: Littlethorpe Parish Council

County area (local councils and parish meetings only): North Yorkshire

### Financial year ending 31 March 20xx

Prepared by (Name and Role): K A Pettitt ( RFO and Parish Clerk)

Date: 4/1/2025

	£	£
<b>Balance per bank statements as at 31/3/2025</b>		
Virgin Money	£ 5,935.95	
[add more accounts if necessary]		
		£ 5,935.95
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/25 <b>(enter these as negative numbers)</b>		
[add more lines if necessary]		
		-
Add: any un-banked cash as at 31/3/25		
		-
<b>Net balances as at 31/3/25 (Box 8)</b>		<b>£ 5,935.95</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>13,980.00</u></b>