

Bank reconciliation – pro forma

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

Name of smaller authority: **Grimley Parish Council**

County area (local councils and parish meetings only): **Worcestershire**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Mrs Lisa Stevens - Grimley Parish Clerk & RFO**

Date: **03/05/2020**

	£	£
Balance per bank statements as at 31/3/xx:		
<i>Treasurers Current Account</i> account 1	9,111.34	
<i>Bus Bank Instant (Interest) Account</i> account 2	19,582.33	
		28,693.67
Petty cash float (if applicable) nil		-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
<i>Cheque Number 1328</i> item 1	(30.00)	
1332 item 2	(89.52)	
		(119.52)
Add: any un-banked cash as at 31/3/xx		
nil		
		-
Net balances as at 31/3/20 (Box 8)		28,574.15