

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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority:

Ugborough Parish Council

County area (local councils and parish meetings only):

Devon

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Sally Smale (Parish Clerk)

Date:

06/04/2024

	£	£
Balance per bank statements as at 31/3/xx:		
account 1	20,134.3	
account 2	51,728.4	
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		71,862.7
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/xx		
Net balances as at 31/3/xx (Box 8)		71,862.7