

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 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority: Upchurch Parish Council

County area (local councils and parish meetings only): Kent

Financial year ending 31 March 2019

Prepared by (Name and Role): Wendy Licence, Clerk & RFO

Date: 21-05-19

	£	£
Balance per bank statements as at 31/3/19:		
account 1	20,807.5	
account 2	18,799.6	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
	<hr/>	39,607
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
	<hr/>	-
Add: any un-banked cash as at 31/3/19		
	<hr/>	-
Net balances as at 31/3/19 (Box 8)		<u>39,607</u>