

## 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: Upchurch Parish Council

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

### Financial year ending 31 March 20xx

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

Date: 20/05/2022

		£	£
<b>Balance per bank statements as at 31/3/22:</b>			
Barclays Business Premium	account 1	18,844.8	
Barclays Community	account 2	1,275.5	
Unity Trust Bank	account 3	25,192.9	
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
		<hr/>	45,313.2
Petty cash float (if applicable)			
			-
Less: any unpresented cheques as at 31/3/xx ( <b>enter these as negative numbers</b> )			
	item 1		p
	item 2		
	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/xx			
		<hr/>	-
<b>Net balances as at 31/3/22 (Box 8)</b>			<b><u><u>45,313.2</u></u></b>