

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques sh negative figures.

Name of smaller authority:

BURLAND PARISH COUNCIL

County area (local councils and parish meetings only):

CESHIRE EAST

Financial year ending 31 March 20xx

Prepared by (Name and Role):

MARK BAILEY (CLERK/RFO)

Date:

14/06/2020

	£	£
Balance per bank statements as at 31/3/20:		
Current Account	1,282.2	
Business Reserve	3,142.0	
		4,424.2
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/20 (enter these as negative numbers)		
657	(56.94)	
659	(200.00)	
660	(55.00)	
		(311.94)
Add: any un-banked cash as at 31/3/20		
		-
Net balances as at 31/3/xx (Box 8)		<u>4,112.2</u>