

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be entered in 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:

Leadenham Parish council - L10215

County area (local councils and parish meetings only):

Financial year ending 31 March 2020-2021

Prepared by (Name and Role):

Ruth Keillar/RFO

Date:

01/05/2021

	£	£
Balance per bank statements as at 31/3/xx:		
HSBC Community account	1,353.3	
HSBC Business money Account	10,369.5	
Royal Fund	331.8	
War Stock	148.1	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		12,202.7
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/03/x2021 (enter these as negative numbers)		
101434	(147.30)	
101435	(623.72)	
101436	(137.50)	
101437	(155.80)	
[add more lines if necessary]		
101438	(65.87)	
item 6		
item 7		
item 8		
		(1,130.19)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/03/2021 (Box 8)		11,072.5