

# Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: GODMERHAM PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2024

Prepared by (Name and Role): GEOFF EATON

Date: xx/xx/xxx

**Balance per bank statements as at 31/3/xx:**

£                      £

[add more accounts if necessary]	account 1	COMMUNITY	2923 3191
	account 2	BUSINESS MANAGER	
	account 3		
	account 4		
	account 5		
	account 6		
	account 7		
	account 8		

6114

Petty cash float (if applicable)

**Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)**

[add more lines if necessary]	item 1	CHQ 921	
	item 2		
	item 3		
	item 4		
	item 5		
	item 6		
	item 7		
	item 8		

(101)

Add: any un-banked cash as at 31/3/xx

**Net balances as at 31/3/xx (Box 8)**

6013