

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It is the column headed "Year ending 31 March 2021" 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 on a debit basis.

Name of smaller authority: **Orton Parish Council (1)**

County area (local councils and parish meetings only): **Cumbria**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Patricia Macdonald (Clerk/RFO)**

Date: **08/04/2021**

		£	£
Balance per bank statements as at 31/3/xx:			
Current account	account 1	5,820.1	
Deposit account	account 2	1,341.4	
		<hr/>	7,161.5
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)			
Cheque number	695	(19.50)	
Cheque number	812	(750.00)	
[add more lines if necessary]			
		<hr/>	(769.50)
Add: any un-banked cash as at 31/3/21			
		<hr/>	-
Net balances as at 31/3/21 (Box 8)			<u><u>6,392.0</u></u>

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 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 receipts and payments basis

Name of smaller authority: **ABC Parish Council**

County area (local councils and parish meetings only): **ABC County**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Clerk/ RFO**

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
<i>e.g</i> Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
		<hr/>
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number		
154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/xx <i>e.g</i> Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>	50.00	
		<hr/>
		50.00
Net balances as at 31/3/xx (Box 8)		<hr/> <hr/> 13,980.00