

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the colour 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. Ple highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2022

Prepared by (Name and Role):

Date: 01/04/2022

	£	£
Balance per bank statements as at 31/3/22:		
HSBC BMM Savings Account	3,674.2	
HSBC Business Current Account	<u>315.5</u>	
		3,989.7
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
Bank Charge - Mar 14th pending DD	<u>(8.00)</u>	
		(8.00)
Add: any un-banked cash as at 31/3/22		
	<u>-</u>	
		-
Net balances as at 31/3/22 (Box 8)		<u><u>3,981.7</u></u>