

## 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 column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2019

Prepared by (Name and Role):

Date: 31/03/2019

	£	£
<b>Balance per bank statements as at 31/3/19:</b>		
Nat West Current Account	account 1	3,068.39
Business Reserve	account 2	3,589.90
	account 3	
	account 4	
[add more accounts if necessary]	account 5	
	account 6	
	account 7	
	account 8	
		<hr/>
		6,658.29
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/19 ( <b>enter these as negative numbers</b> )		
	item 1	
	item 2	
	item 3	
	item 4	
[add more lines if necessary]	item 5	
	item 6	
	item 7	
	item 8	
		<hr/>
		-
Add: any un-banked cash as at 31/3/19		
		<hr/>
		-
<b>Net balances as at 31/3/19 (Box 8)</b>		<hr/> <hr/> <b>6,658.29</b>