

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must include a column headed "Year ending 31 March 2019" 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 unpresented cheques should be entered on a negative basis.

Name of smaller authority:

Averham, Kelham, and Staythorpe Parish Council

County area (local councils and parish meetings only):

Financial year ending 31 March 2019

Prepared by (Name and Role):

Nicola Walker - RFO

Date:

01-May

Balance per bank statements as at 31/3/19:

Yorkshire Bank

£

£

5,664.25

5,664.25

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)

-

Add: any un-banked cash as at 31/3/19

-

Net balances as at 31/3/19 (Box 8)

5,664.25

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 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

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

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

Financial year ending 31 March 2019

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

Date: **xx/xx/19**

	£	£
Balance per bank statements as at 31/3/19:		
e.g Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/19 (normally only current account)		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		(80.00)
Add: any un-banked cash as at 31/3/19 e.g Allotment rents banked 30/3/18 (but not credited until 2 April)	50.00	
		50.00
Net balances as at 31/3/19 (Box 8)		13,980.00