

## 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 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. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **HUNSWORTH, WALSHFORD & CATTAL P.C.**

County area (local councils and parish meetings only):

Financial year ending 31 March ~~20xx~~ **2020**

Prepared by (Name and Role): **S. BLAMLEY CLERK**

Date: ~~xxxxxx~~ **6/6/20.**

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

account 1  
account 2  
account 3  
account 4  
[add more accounts if necessary]  
account 5  
account 6  
account 7  
account 8

£            £  
196952  
892.82

Petty cash float (if applicable)

**ASSET**

6.97  
1.00

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

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

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

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

**2870.31**