

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative.

Name of smaller authority: Henstead with Hulver Street Parish Council

County area (local councils and parish meetings only): Suffolk

Financial year ending 31 March 20xx

Prepared by (Name and Role): John Armstrong Clerk/RFO

Date: 26/05/2021

| | £ | £ |
|---|-----------|------------------|
| Balance per bank statements as at 31/3/21: | | |
| Current Account | 12,354.75 | |
| Business Savings Account | 819.25 | |
| | 13,174.00 | 13,174.00 |
| Petty cash float (if applicable) | | - |
| Less: any unpresented cheques as at 31/3/21 | | |
| NONE | 0.00 | |
| | - | - |
| Add: any un-banked cash as at 31/3/21 | | |
| NONE | 0.00 | |
| | - | - |
| Net balances as at 31/3/21 (Box 8) | | 13,174.00 |