

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: **Kempsford Parish Council**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Teresa Griffin (Clerk & RFO)**

Date: **12/04/23**

		£	£
Balance per bank statements as at 31/3/23:			
	Current a/c	01148727	2,652.53
	Bus. Call a/c	00881994	63,261.50
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			65,914.03
Petty cash float (if applicable)	NO PETTY CASH HELD		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)			
	002312		(60.00)
	002313		(150.00)
	002314		(65.57)
	002315		(36.00)
[add more lines if necessary]	002320		(5.13)
	002321		(286.60)
	002322		(84.70)
	002323		(48.50)
			(736.50)
Add: any un-banked cash as at 31/3/23			
			-
Net balances as at 31/3/23 (Box 8)			65,177.53