

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 unpresented 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: **04/04/2022**

	£	£
Balance per bank statements as at 31/3/22		
Current a/c 01148727	2,682.42	
Bus. Call a/c 00881994	57,135.65	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		59,818.07
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
002228	(36.00)	
002230	(24.99)	
002237	(114.00)	
002238	(11.24)	
[add more lines if necessary] 002239	(79.97)	
002240	(67.50)	
item 7		
item 8		
		(333.70)
Add: any un-banked cash as at 31/3/xx		
		0.00
Net balances as at 31/3/22 (Box 8)		<u>59,484.37</u>