

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree headed “Year ending 31 March 2020” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2020

Prepared by (Name and Role):

Date: 29/04/2020

| | £ | £ |
|--|------------------|--------------------------------|
| Balance per bank statements as at 31/3/20 | | |
| Community account | 3,373.36 | |
| Business Premium account | 39,973.44 | |
| Business High Interest account | <u>18,259.82</u> | |
| | | 61,606.62 |
| Petty cash float (if applicable) | | - |
| Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers) | | |
| | <u>0.00</u> | |
| Add: any un-banked cash as at 31/3/19 | | - |
| | | <u>-</u> |
| Net balances as at 31/3/20 (Box 8) | | <u><u>61,606.62</u></u> |