

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It m the column headed “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accc a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should l figures.

Name of smaller authority:

Preston Bissett Parish Council

County area (local councils and parish meetings only):

Buckinghamshire

Financial year ending 31 March 2019

Prepared by (Name and Role):

Hollie Nethercleft (Clerk)

Date:

12/04/2019

		£	£
Balance per bank statements as at 31/3/19:			
	account 1	5,294.0	
	account 2	3,610.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			8,904.0
Petty cash float (if applicable)			
			-
Less: any unrepresented cheques as at 31/3/19 (enter these as negative numbers)			
	000997	(108.00)	
	000998	(5.49)	
	000999	(20.04)	
	001000	(570.00)	
[add more lines if necessary]	001001	(78.30)	
	001002	(45.06)	
	001003	(59.99)	
	001004	(6.99)	
			(893.87)
Add: any un-banked cash as at 31/3/19			
			-
Net balances as at 31/3/19 (Box 8)			<u>8,010.1</u>

Bank reconciliation – example

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 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **ABC Parish Council**

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

Financial year ending 31 March 2019

Prepared by (Name and Role): **Clerk/ RFO**

Date: **xx/xx/19**

	£	£
Balance per bank statements as at 31/3/19:		
e.g Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
	<hr/>	14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/19 <i>(normally only current account)</i>		
Cheque number		
154	(60.00)	
157	(18.00)	
158	(2.00)	
	<hr/>	(80.00)
Add: any un-banked cash as at 31/3/19 e.g Allotment rents banked 30/3/18 <i>(but not credited until 2 April)</i>	50.00	
	<hr/>	50.00
Net balances as at 31/3/19 (Box 8)		<u>13,980.00</u>