

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: **HOPESAY PARISH COUNCIL**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Meg Gwilliam, Clerk, RFO, Proper Officer**

Date: **24/04/2023**

	£	£
Balance per bank statements as at 31/3/23:		
account 1	13,914.5	
account 2		
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		13,914.5
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		
item 1	(108.80)	
item 2	(75.00)	
item 3	(36.00)	
item 4	(760.00)	
[add more lines if necessary]		
item 5	(96.00)	
item 6	(39.89)	
item 7	(58.50)	
item 8		
		(1,174.19)
Add: any un-banked cash as at 31/3/xx		
Net balances as at 31/3/23 (Box 8)		12,740.3