

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **HOPESAY PARISH COUNCIL**

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

### Financial year ending 31 March 2021

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

Date: **18/04/2021**

		£	£
<b>Balance per bank statements as at 31/3/21:</b>			
	account 1	8,142.5	
	account 2	6,251.5	
	account 3	-	
	account 4	-	
[add more accounts if necessary]	account 5	-	
	account 6	-	
	account 7	-	
	account 8	-	
		14,394.0	14,394.0
Petty cash float (if applicable)	N/A		-
<b>Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)</b>			
	item 1	(73.20)	
	item 2	(7.50)	
	item 3	(250.00)	
	item 4	(42.50)	
[add more lines if necessary]	item 5	(279.60)	
	item 6	(180.00)	
	item 7	(53.10)	
	item 8	(243.60)	
		(1,129.50)	(1,129.50)
Add: any un-banked cash as at 31/3/21		-	
		-	
		-	
		13,264.5	13,264.5
<b>Net balances as at 31/3/21(Box 8)</b>			