

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 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 2020

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

Date: **05/05/2020**

		£	£
Balance per bank statements as at 31/3/20:			
	current	8,940.6	
	savings	8,138.8	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			17,079.5
Petty cash float (if applicable)			
NO PETTY CASH			
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
	640	(62.40)	
	641	(20.00)	
	642	(30.00)	
	643	(54.00)	
[add more lines if necessary]	644	(648.00)	
	645	(53.10)	
	standing order	(243.60)	
			(1,111.10)
Add: any un-banked cash as at 31/3/xx			
NO CASH			
			-
Net balances as at 31/3/20 (Box 8)			<u><u>15,968.4</u></u>