

## 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 pre and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative

Name of smaller authority: **Old Woughton Parish Council**

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

### Financial year ending 31 March 2021

Prepared by (Name and Role): **Vicky Mote (Locum Clerk)**

Date: **13/07/2021**

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
Fixed	18,000.0	
Main	11,463.5	
Allotment	69.5	
Saver	-	
[add more accounts if necessary] Instant Access	5,222.4	
		34,755.4
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 <b>(enter these as negative numbers)</b>		
Chq 800097	(38.00)	
Chq 800098	(84.00)	
Chq 800099	(73.15)	
Chq 800100	(1,680.00)	
[add more lines if necessary] Chq 800104	(201.49)	
Chq 800058	(30.67)	
Chq 800063	(35.61)	
		(2,142.92)
Add: any un-banked cash as at 31/3/21		
		-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b><u>32,612.5</u></b>