

Bank reconciliation – pro forma

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

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

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

Financial year ending 31 March 2020

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

Date: **04/05/2020**

		£	£
Balance per bank statements as at 31/3/20:			
	Business	21,866.0	
	Community	2,782.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			24,648.0
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
	741	(30.00)	
	742	(60.00)	
	744	(132.00)	
[add more lines if necessary]	item 4		
	item 5		
	item 6		
	item 7		
	item 8		
			(222.00)
Add: any un-banked cash as at 31/3/20			
			-
Net balances as at 31/3/xx (Box 8)			<u>24,426.0</u>