

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to 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: **Kniveton Parish Council**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Kath Gruber Clerk/RFO**

Date: **12/10/2020**

		£	£
Balance per bank statements as at 31/3/20:			
Current	Unity Trust	10,987.9	
Savings	Leek 1)	11,739.86	
	Leek 2)	284.94	
	[add more accounts if necessary]		
			23,012.7
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
		(100.00)	
		(96.00)	
			(196.00)
Add: any un-banked cash as at 31/3/20			
			-
Net balances as at 31/3/20(Box 8)			<u>22,816.7</u>