

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority: Tanfield Parish Council

County area (local councils and parish meetings only): North Yorkshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Alison Carter, Clerk/RFO

Date: 15/05/2020

	£	£
Balance per bank statements as at 31/3/xx:		
Current Account	5,885.6	
Business Reserve Account	31,339.7	

[add more accounts if necessary]

_____ 37,225.4

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

[add more lines if necessary]

_____ -

Add: any un-banked cash as at 31/3/xx

_____ -

Net balances as at 31/3/20 (Box 8) 37,225.4