

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: Hepscott Parish Council

County area (local councils and parish meetings only): Northumberland

Financial year ending 31 March 2020

Prepared by (Name and Role): Sylvia Johnson, Parish Clerk/Responsible Financial Officer

Date: 15/06/2020

	£	£
Balance per bank statements as at 31/3/20		
account 1	31,251.0	
account 2	6,175.0	
		37,426.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
		-
Add: any un-banked cash as at 31/3/20		
		-
Net balances as at 31/3/20 (Box 8)		<u><u>37,426.0</u></u>