

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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a debit basis.

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

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **Sylvia Johnson, Parish Clerk/RFO**

Date: **27/04/2021**

	£	£
Balance per bank statements as at 31/3/21:		
account 1	34,342.1	
account 2	6,217.4	
		40,559.4
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
782	(104.00)	
		(104.00)
Add: any un-banked cash as at 31/3/31		
		-
Net balances as at 31/3/21 (Box 8)		<u>40,455.4</u>