

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be entered in 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:

WRIGHTINGTON PARISH COUNCIL

County area (local councils and parish meetings only):

WEST LANCASHIRE

Financial year ending 31 March 2023

Prepared by (Name and Role):

Mrs C A Cross - Clerk & RFO Wrightington Parish Council

Date:

31/03/2023

		£	£
Balance per bank statements as at 31/3/23:			
	Current a/c	100.0	
	Reserve a/c	43,154.7	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			43,254.7
Petty cash float (if applicable)			
			-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)			
Cheque Number	2963	(163.89)	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(163.89)
Add: any un-banked cash as at 31/3/23			
			-
Net balances as at 31/3/23 (Box 8)			<u><u>43,090.8</u></u>

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in 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 receipts and payments basis

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

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

Financial year ending 31 March 20xx

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

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
<i>e.g</i> Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
	<hr/>	14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number		
154	(60.00)	
157	(18.00)	
158	(2.00)	
	<hr/>	(80.00)
Add: any un-banked cash as at 31/3/xx <i>e.g Allotment rents banked 30/3/xx (but not credited until 2 April)</i>	50.00	
	<hr/>	50.00
Net balances as at 31/3/xx (Box 8)		<u><u>13,980.00</u></u>