

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 and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as

Name of smaller authority:

INGWORTH PARISH COUNCIL

County area (local councils and parish meetings only):

NORFOLK

Financial year ending 31 March 20xx

Prepared by (Name and Role):

COLIN STUDHOLME CLERK/RFO

Date:

xx/xx/xxx 11/04/2024

Balance per bank statements as at 31/3/24:

£ £

Current Account

1,083.9

Instant Access Account

12,618.6

account 3

account 4

[add more accounts if necessary]

account 5

account 6

account 7

account 8

13,702.5

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 more lines if necessary]

item 5

item 6

item 7

item 8

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

Net balances as at 31/3/xx (Box 8)

13,702.5