

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It is 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be included in the figures.

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

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Helen Duckering - Parish Clerk & RFO**

Date: **15/04/2021**

		£	£
<b>Balance per bank statements as at 31/3/21:</b>			
Current a/c Barclays	account 1	471.6	
Deposit a/c Barclays	account 2	826.6	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			1,298.2
Petty cash float (if applicable)			-
Less: any un-presented 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			
<b>Net balances as at 31/3/21 (Box 8)</b>			<b><u><u>1,298.2</u></u></b>

## 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: **Ridlington Parish Council**

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Helen Duckering - Parish Clerk & RFO**

Date: **04/04/2021**

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
<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
<b>Net balances as at 31/3/xx (Box 8)</b>		<hr/> <hr/> <b>13,980.00</b>