

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 accruals and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **HINXTON PARISH COUNCIL**

County area (local councils and parish meetings only): **SOUTH CAMBS DISTRICT COUNCIL**

Financial year ending 31 March 20xx **21**

Prepared by (Name and Role): **ANNE CHARTERIS CLERK/RFO**

Date: **16/04/2021**

		£	£
<b>Balance per bank statements as at 31/3/2021</b>			
	account 1	11,040.0	
	account 2	26,082.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			37,122.0
Petty cash float (if applicable) <span style="float: right;">-</span>			
Less: any unpresented cheques as at 31/3/xx <b>(enter these as negative numbers)</b>			
	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 31/3/2021 <span style="float: right;">-</span>			
			<u>37,122.0</u>
<b>Net balances as at 31/3/2021 (Box 8)</b>			<u><u>37,122.0</u></u>