

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative numbers.

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

County area (local councils and parish meetings only): **Hampshire/New Forest District Council**

Financial year ending 31 March 2020

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

Date: **14/05/2020**

		£	£
Balance per bank statements as at 31/3/20:			
	Current Account	50,647.82	
	CCLA Deposit Fund	288,244.69	
	Sales Till GW PDQ	50.00	
		<hr/>	338,942.51
Cash float	JH Till Float	100.00	
Cash float	GW Till Float	100.00	
Petty cash float	Petty Cash	99.79	
		<hr/>	299.79
Less: any un-presented cheques as at 31/3/20 (enter these as negative numbers)			
		<hr/>	-
Add: any un-banked cash as at 31/3/20			
	Sales Cash to be Banked	<hr/>	-
		<hr/>	-
Net balances as at 31/3/20 (Box 8)			<u><u>339,242.30</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 2019” 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 2019

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

Date: **xx/xx/19**

	£	£
Balance per bank statements as at 31/3/19:		
e.g 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 31/3/19 (normally only current account)		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/19 e.g Allotment rents banked 30/3/18 (but not credited until 2 April)	50.00	
		<hr/>
		50.00
Net balances as at 31/3/19 (Box 8)		<hr/> <hr/> 13,980.00