

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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: Swinderby Parish Council

County area (local councils and parish meetings only): Lincolnshire

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Sue Aikman, Clerk/ RFO

Date: 12/04/2021

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
account 1	24,887.80	
[add more accounts if necessary]		
		24,887.80
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 <b>(enter these as negative numbers)</b>		
item 1	0.00	
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 31/3/21	-	
		-
<b>Net balances as at 31/3/21 (Box 8)</b>		<b>24,887.80</b>