

## 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority: Great Braxted Parish Council

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Lynda Townend Parish Clerk and RFO

Date: 30/04/2023

|   | £               | £                      |
|---|-----------------|------------------------|
| <b>Balance per bank statements as at 31/3/xx:</b>   |                 |                        |
| <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 1</span> | <u>18,925.0</u> |                        |
| [add more accounts if necessary]  |                 |                        |
|   |                 | 18,925.0               |
| Petty cash float (if applicable)  |                 | -                      |
| <b>Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)</b>            |                 |                        |
| <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 1</span>    | <u>0.00</u>     |                        |
| [add more lines if necessary]   |                 |                        |
|   |                 | -                      |
| Add: any un-banked cash as at 31/3/23   |                 |                        |
| <span style="border: 1px solid black; background-color: yellow; padding: 2px;"></span>          | <u>-</u>        |                        |
|   |                 | -                      |
| <b>Net balances as at 31/3/23 (Box 8)</b>   |                 | <u><u>18,925.0</u></u> |