

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It 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 entered as negative figures.

Name of smaller authority: Little Burstead Parish Council

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): Stephanie Robinson - Clerk & RFO

Date: xx/xx/xxx

	£	£
Balance per bank statements as at 31/3/2024		
account 1	7,997.0	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		7,997.0
 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		
 Net balances as at 31/3/2024(Box 8)		7,997.0