

## Bank reconciliation – pro forma

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 20xx” 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 figures.

Name of smaller authority: Hunsbury Meadows Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 2023

Prepared by (Name and Role): Lalitkumar Patel Clerk & RFO

Date: 06/04/2023

|   | £        | £               |
|---|----------|-----------------|
| <b>Balance per bank statements as at 31/3/xx:</b>                                       |          |                 |
| account 1   | 18,889.2 |                 |
| account 2   |          |                 |
| account 3   |          |                 |
| account 4   |          |                 |
| [add more accounts if necessary] account 5  |          |                 |
| account 6   |          |                 |
| account 7   |          |                 |
| account 8   |          |                 |
|   |          | 18,889.2        |
| Petty cash float (if applicable)  |          | -               |
| Less: any un-presented 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/xx   |          | -               |
|   |          | -               |
| <b>Net balances as at 31/3/23 (Box 8)</b>   |          | <b>18,889.2</b> |