

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to 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 rec basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

SUTTON VENY PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2024

Prepared by (Name and Role):

TEKLA HICKS, CLERK/RFO

Date:

01/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
account 1	51,228.10	
[add more accounts if necessary]		
		51,228.10
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
item 1	0.00	
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		0.00
Add: any un-banked cash as at 31/3/24		
		0.00
Net balances as at 31/3/xx (Box 8)		51,228.10