

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be 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 the receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on the debit side.

Name of smaller authority: **Heaton with Oxcliffe**

County area (local councils and parish meetings only): **Lancashire**

Financial year ending 31 March 2020

Prepared by (Name and Role): **Bob Bailey, Parish Clerk**

Date: **2052020**

	£	£
Balance per bank statements as at 31/3/20:		
Current account	6,884.36	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		6,884.36
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
item 1	-459.00	
item 2	-200.00	
item 3	-943.70	
item 4	-177.56	
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-1,780.26
Add: any un-banked cash as at 31/3/xx		
		0.00
Net balances as at 31/3/2020 (Box 8)		<u>5,104.10</u>