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 unpresented cheques should be entered as negative figures.

Name of smaller authority:	BODENHAM PARISH COUNCIL		
County area (local councils and parish meetings only):	HEREFORDSHIRE		
Financial year ending 31 March 20xx			
Prepared by (Name and Role):	DR CHRIS SMITH, PARISH CLERK		
Date:	04/06/2024		
		£	£
Balance per bank statements as at 31/3 /24			
	account 1	41,107.0	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			41,107.0
Petty cash float (if applicable)		N/A	-
Less: any unpresented 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/xx (Box 8)			**41,107.0**

Bank reconciliation – example

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

Name of smaller authority:	ABC Parish Council		
County area (local councils and parish meetings only):	ABC County		
Financial year ending 31 March 20xx			
Prepared by (Name and Role):	Clerk/ RFO		
Date:	xx/xx/xx		
		£	£
Balance per bank statements as at 31/3/xx:			
e.g Current Account		1,000.00	
High Interest Account		3,000.00	
Building Society Premium Account		10,000.00	
			14,000.00
Petty cash float (if applicable)			10.00
Less: any unpresented cheques as at 31/3/xx			
(normally only current account)			
Cheque number	154	(60.00)	
	157	(18.00)	
	158	(2.00)	
			(80.00)
Add: any un-banked cash as at 31/3/xx			
e.g Allotment rents banked 30/3/xx *(but not credited unil 2 April)*		50.00	
			50.00
Net balances as at 31/3/xx (Box 8)			**13,980.00**

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the ‘Practitioners’ Guide’.

Please complete the pro forma template on the other tab for your smaller authority.