

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 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 boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

CAPEL-LE-FERNE PARISH COUNCIL

County area (local councils and parish meetings only):

KENT

Financial year ending 31 March 20xx

Prepared by (Name and Role):

NAUREEN LEPPARD, PARISH COUNCIL CLERK

Date:

31/03/2020

			£	£
Balance per bank statements as at 31/3/20:				
	account 1	CURRENT	8503346	1,761.45
	account 2	BUSINESS RESERVE	59287802	14,494.82
	account 3	COMMUNITY PROJECT	48117161	10,728.43
	account 4			
[add more accounts if necessary]	account 5			
	account 6			
	account 7			
	account 8			
				26,984.70
Petty cash float (if applicable)				1.56
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)				
	item 1	Cheque 01565	-100.00	
	item 2			
	item 3			
	item 4			
[add more lines if necessary]	item 5			
	item 6			
	item 7			
	item 8			
				-100.00
Add: any un-banked cash as at 31/3/20				
				0.00
Net balances as at 31/3/20 (Box 8)				26,886.26