

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 r basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Basildon Parish Council**

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **Robert Greasley, Clerk and RFO**

Date: **30/04/2021**

	£	£
Balance per bank statements as at 31/3/21:		
Account No. 91076957 HSBC	32,575.82	
Account No. 90132314 HSBC	38,646.75	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		71,222.57
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
103395	(361.18)	
103401	(52.98)	
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(414.16)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/21 (Box 8)		<u>70,808.41</u>