

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a receipts and payments basis.

Name of smaller authority: Basildon Parish Council

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

Financial year ending 31 March 2022

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

Date: 30/04/2022

	£	£
Balance per bank statements as at 31/3/22:		
Account No. 91076957 HSBC	32,604.27	
Account No. 90132314 HSBC	34,784.66	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
	67,388.93	
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)		
103477	(520.00)	
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
	(520.00)	
Add: any un-banked cash as at 31/3/22		
		
	-	
Net balances as at 31/3/22 (Box 8)		66,868.93