

## 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 un-presented cheques should be entered on the debit side.

Name of smaller authority: Basildon Parish Council

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

### Financial year ending 31 March 20xx

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

Date: 24/04/2024

	£	£
<b>Balance per bank statements as at 31/3/24:</b>		
Account No. 91076957 HSBC	33,342.5	
Account No. 90132314 HSBC	28,341.0	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
	61,683.5	
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx ( <b>enter these as negative numbers</b> )		
103614	(500.00)	
103621	(266.80)	
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
	(766.80)	
Add: any un-banked cash as at 31/3/xx		
	-	
<b>Net balances as at 31/3/24 (Box 8)</b>		<b>60,916.7</b>