

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 7 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 rec 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 2023

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

Date: **30/04/2023**

	£	£
Balance per bank statements as at 31/3/23:		
Account No. 91076957 HSBC	32,757.44	
Account No. 90132314 HSBC	24,004.34	
		56,761.78
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
103537	(360.00)	
103551	(245.60)	
103552	(34.48)	
		(640.08)
Add: any un-banked cash as at 31/3/23		
Net balances as at 31/3/23 (Box 8)		<u>56,121.70</u>