

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Minstead Parish Council

County area (local councils and parish meetings only):

### Financial year ending 31 March 2019

Prepared by (Name and Role): Polly Osborne, Clerk and RFO

Date: 30/04/2019

	£	£
<b>Balance per bank statements as at 31/3/19:</b>		
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">a/c 01548643</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">16,330.2</span>	
		16,330.2
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/19 <b>(enter these as negative numbers)</b>		
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">Cheque 755</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">(61.27)</span>	
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">Cheque 756</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">(300.00)</span>	
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">Cheque 757</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">(380.60)</span>	
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">Cheque 758</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">CANCELLED</span>	
[add more lines if necessary] <span style="border: 1px solid black; background-color: yellow; padding: 2px;">Cheque 759</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">(36.90)</span>	
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">Cheque 760</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">(1.24)</span>	
<span style="border: 1px solid black; background-color: yellow; padding: 2px;">SO (Salaries)</span>	<span style="border: 1px solid black; background-color: yellow; padding: 2px;">(481.08)</span>	
		(1,261.09)
Add: any un-banked cash as at 31/3/19		
		-
<b>Net balances as at 31/3/19 (Box 8)</b>		<b><u><u>15,069.1</u></u></b>