

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the c ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

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

County area (local councils and parish meetings only):

### Financial year ending 31 March 2021

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

Date: **15.04.2021**

		£	£
<b>Balance per bank statements as at 31/3/xx:</b>			
	account 1	<u>31,815.58</u>	
			31,815.58
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/21	797	(150.00)	
Less online payments not debited as at 31/3/21	for HP ink	(26.99)	
	Salary arrears	(4.92)	
	Salary arrears	(11.45)	
			(193.36)
Add: any un-banked cash as at 31/3/21			
			<u>-</u>
<b>Net balances as at 31/3/21 (Box 8)</b>			<u><u>31,622.22</u></u>