

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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 prepared on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative.

Name of smaller authority:

HODNET PARISH COUNCIL

County area (local councils and parish meetings only):

SHROPSHIRE

Financial year ending 31 March 2025

Prepared by (Name and Role):

JAYNE CHARMAN - PARISH CLERK & RFO

Date:

06/06/2025

	£	£
Balance per bank statements as at 31/3/25		
CURRENT ACCOUNT	#####	
DEPOSIT ACCOUNT	#####	
COIF short term investment	#####	
		#####
Petty cash float (if applicable)	-	-
Less: any unpresented cheques as at 31/3/25	0 00	
		-
Add: any un-banked cash as at 31/3/25	-	
		-
Net balances as at 31/3/25 (Box 8)		<u>#####</u>

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in 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 prepared on a receipts and payments basis

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

County area (local councils and parish meetings only): **ABC County**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Clerk/ RFO**

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	1 000 00	
High Interest Account	3 000 00	
Building Society Premium Account	#####	
		#####
Petty cash float (if applicable)		10 00
Less: any unpresented cheques as at 31/3/xx (normally only current account)		
Cheque number 154	(60 00)	
157	(18 00)	
158	(2 00)	
		(80 00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	50 00	
		50 00
Net balances as at 31/3/xx (Box 8)		#####