

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 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. Remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Warbleton Parish Council

County area (local councils and parish meetings only): East Sussex

Financial year ending 31 March 20xx

Prepared by (Name and Role): Jeanne Peterson Parish Clerk & RFO

Date: 24/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
Community Account	14,659.6	
Business Account	9,016.9	
account 3		
account 4		
account 5		
account 6		
account 7		
account 8		
[add more accounts if necessary]		
		23,676.5

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
Uncleared payments	item 100	(11.99)
	item 113	(250.00)
	item 114	(448.66)
	item 115	(434.71)
	item 116	(6.00)
	item 117	(11.99)
	item 118	(173.25)
	item 119	(12.00)
	item 120	(26.40)
	item 121	(250.00)
	item 122	(82.50)
	item 123	(48.00)
	item 124	(50.00)
	item 125	(30.00)
		(1,835.50)

Add: any un-banked cash as at 31/3/24 (1,835.50)

Net balances as at 31/3/24 (Box 8) **21,841.0**