

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It is 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a debit basis.

Name of smaller authority: **Braunton Marsh Drainage Board**

County area (local councils and parish meetings only): **DB 0012**

Financial Year ending 31 March 2021

Prepared by (Name and Role): **Mrs S Squire. Clerk to the Board / Responsible Financial Officer**

Date: **15-May-21**

	£	£
Balance as per bank statements as at 31 March 2021		
Lloyds Treasurers Account	46,837.5	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		46,837.5
Petty cash float (if applicable)		-
Less: any un-presented cheques		
item 1	0.00	
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/xx		
		-
Nete balances as at 31 March 2021		<u>46,837.5</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:		
<i>e.g</i> Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
		<hr/>
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number		
154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/xx <i>e.g</i> Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>	50.00	
		<hr/>
		50.00
Net balances as at 31/3/xx (Box 8)		<hr/> <hr/> 13,980.00