

## 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 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 receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Pailton Parish council**

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

### Financial year ending 31 March 2019

Prepared by (Name and Role): **Helen Denton-stacey, rfo**

Date: **01/05/2019**

**Balance per bank statements as at 31/3/19:**

Gen account 10,562.5  
Parish plan 3,624.3

[add more accounts if necessary]

£ 14,186.8

Petty cash float (if applicable) -

Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)

[add more lines if necessary]

Add: any un-banked cash as at 31/3/19 -

**Net balances as at 31/3/19 (Box 8) 14,186.8**

## 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 2019” 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 2019

Prepared by (Name and Role): Clerk/ RFO

Date: xx/xx/19

£ £

#### Balance per bank statements as at 31/3/19:

e.g Current Account

1,000.00

High Interest Account

3,000.00

Building Society Premium Account

10,000.00

14,000.00

Petty cash float (if applicable)

10.00

Less: any unpresented cheques as at 31/3/19

*(normally only current account)*

Cheque number

154

(60.00)

157

(18.00)

158

(2.00)

						(80.00)		
Add: any un-banked cash as at 31/3/19								
e.g Allotment rents banked 30/3/18 (but not credited until 2 April)							50.00	
						50.00		
<b>Net balances as at 31/3/19 (Box 8)</b>							<b>13,980.00</b>	
<p>Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the 'Practitioners' Guide'.</p>								
<b>Please complete the pro forma template on the other tab for your smaller authority.</b>								