

Bank reconciliation – pro forma

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

Name of smaller authority: **WEST QUANTOXHEAD PARISH COUNCIL**

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **MRS M FRANCIS, CLERK & RFO**

Date: **30.04.2021**

		£	£
Balance per bank statements as at 31/3/2021			
	account 1		
	account 2	£ 3,334.76	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			£ 3,334.76
Petty cash float (if applicable) -			
Less: any unpresented cheques as at 31/3/2021 (enter these as negative numbers)			
	chq nos 159	(367.50)	
	chq nos 160	(91.80)	
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(459.30)
Add: any un-banked cash as at 31/3/xx			
			<u><u>2,874.5</u></u>
Net balances as at 31/3/21(Box 8)			