

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be included in the annual report column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are reconciled on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

WEST QUANTOXHEAD PARISH COUNCIL

County area (local councils and parish meetings only):

SOMERSET

Financial year ending 31 March 2020

Prepared by (Name and Role):

Mrs M Francis, Clerk & RFO

Date:

31/03/2020

	£	£
Balance per bank statements as at 31/3/2020		
Lloyds Bank Current Account	2921.06	
		2921.06
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2020 (enter these as negative numbers)		
Chq Nos 000112	(132.00)	
Chq Nos 000138	(91.80)	
Chq Nos 000139	(17.40)	
Chq Nos 000142	(32.80)	
[add more lines if necessary]		
		(274.00)
Add: any un-banked cash as at 31/3/2020		
		-
Net balances as at 31/3/2020(Box 8)		<u>£2,647.06</u>