

Bank reconciliation – pro forma

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

Name of smaller authority: **Severn Stoke and Croome d'Abitot**

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

Financial year ending 31 March 2020

Prepared by (Name and Role): **Mrs Lisa Stevens, Parish Clerk and RFO**

Date: **24/05/2020**

| | £ | £ |
|--|----------|-------------------------------|
| Balance per bank statements as at 31/3/2020: | | |
| account 1 | 12,191.8 | |
| account 2 | 1,677.6 | |
| account 3 | | |
| account 4 | | |
| [add more accounts if necessary] account 5 | | |
| account 6 | | |
| account 7 | | |
| account 8 | | 13,869.4 |
| Petty cash float (if applicable) | | - |
| Less: any unpresented cheques as at 31/3/2020 (enter these as negative numbers) | | |
| item 1 | (100.00) | |
| item 2 | (40.00) | |
| item 3 | | |
| item 4 | | |
| [add more lines if necessary] item 5 | | |
| item 6 | | |
| item 7 | | |
| item 8 | | (140.00) |
| Add: any un-banked cash as at 31/3/2020 | - | |
| | | 13,729.4 |
| Net balances as at 31/3/2020 (Box 8) | | <u><u>13,729.4</u></u> |