

Bank reconciliation – pro forma

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

Name of smaller authority: **Holbrook Parish Council**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Joanna Hazlewood, Clerk/RFO**

Date: **20th April 2021**

	£	£
Balance per bank statements as at 31/3/21:		
Lloyds Bank Current Account	£ 40,809.88	
Lloyds Bank Reade Field Account	£ 13,602.34	
National Savings & Investment Account	£ 1,403.17	
[add more accounts if necessary]		
		£ 55,815.39
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
2575	-£ 32.00	
2591	-£ 442.92	
2596	-£ 162.80	
2600	-£ 20.25	
[add more lines if necessary]		
		-£ 657.97
Add: any un-banked cash as at 31/3/xx		
Net balances as at 31/3/31 (Box 8)		£ 55,157.42