

## 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 cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Brafield on the Green Parish Council

County area (local councils and parish meetings only): Northants

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Vivien Hartley, Clerk and RFO

Date: 02/04/2024

	£	£
<b>Balance per bank statements as at 31/3/24:</b>		
<span style="border: 1px solid black; padding: 2px;">account 1</span>	<span style="border: 1px solid black; padding: 2px;">10,785.7</span>	
<span style="border: 1px solid black; padding: 2px;">account 2</span>	<span style="border: 1px solid black; padding: 2px;">10,165.5</span>	
		20,951.2
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
<span style="border: 1px solid black; padding: 2px;">item 1</span>	<span style="border: 1px solid black; padding: 2px;">(64.20)</span>	
		(64.20)
Add: any un-banked cash as at 31/3/24		-
<b>Net balances as at 31/3/24 (Box 8)</b>		<u><u>20,887.0</u></u>

*Vivien Hartley*  
22/5/24