

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 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on accruals and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2019

Prepared by (Name and Role):

Date: xx/xx/2019

	£	£
Balance per bank statements as at 31/3/19:		
Santander	4260.86	
Leek PF account	478.98	
Leek Renewal account	11530.97	
 [add more accounts if necessary]		
	<hr/>	16,270.81
 Petty cash float (if applicable)		
 Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
Dalc Subscription	item 1	(164.14)
PAYE	item 2	(64.40)
	item 3	
	item 4	
[add more lines if necessary]	item 5	
	item 6	
	item 7	
	item 8	
	<hr/>	(228.54)
 Add: any un-banked cash as at 31/3/19		
PF account transfer 1 <i>banked 22/3 but not credited until 3/4</i>	6,096.7	
PF account transfer 2	892.0	
	<hr/>	6,988.68
 Net balances as at 31/3/19 (Box 8)		<u><u>23,030.95</u></u>