

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in "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 receipts and pay complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Brookland Parish Council

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

Financial year ending 31 March 2020

Prepared by (Name and Role): Adrian Lawson - Clerk

Date: 01/06/2020

	£	£
Balance per bank statements as at 31/3/20:		
Current A/c	52,467.56	
Business Reserve	3,335.05	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		55,802.61
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
991	- 50.00	
1003	- 50.00	
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		100.00
Add: any un-banked cash as at 31/3/20		
Net balances as at 31/3/20 (Box 8)		55,702.61