

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

Name of smaller authority: **Horbling**

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

Financial year ending 31 March 2019

Prepared by (Name and Role): **Ian Sismey Clerk/RFO**

Date: **30/04/2019**

		£	£
Balance per bank statements as at 31/3/19:			
Lloyds - Notice Account	account 1	20853.22	
Lloyds - Treasurers Account	account 2	7294.23	
Lloyds - Plough Inn Account	account 3	2507.44	
Scottish Widows	account 4	1612.23	
			32267.12
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)			
	item 1	(13.20)	
	item 2	(148.80)	
	item 3	(129.20)	
	item 4	(13.20)	
	item 5		
	item 6		
	item 7		
	item 8		
			(304.40)
Add: any un-banked cash as at 31/3/19			
	item 1	100.00	
			100.0
Net balances as at 31/3/19 (Box 8)			<u>32062.72</u>

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the 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 a receipts and payments basis

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

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

Financial year ending 31 March 2019

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

Date: **xx/xx/19**

	£	£
Balance per bank statements as at 31/3/19:		
e.g Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
		<hr/>
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/19 <i>(normally only current account)</i>		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/19 e.g Allotment rents banked 30/3/18 <i>(but not credited until 2 April)</i>	50.00	
		<hr/>
		50.00
Net balances as at 31/3/19 (Box 8)		<u>13,980.00</u>