

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

PENDOCK

County area (local councils and parish meetings only):

WORCESTERSHIRE

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

JANICE KENNEDY (PARISH CLERK)

Date:

14/04/2021

	£	£
<b>Balance per bank statements as at 31/3/21:</b>		
Lloyds Treasurers Account	1,874.17	
Lloyds Business Bank Instant	<u>4,147.59</u>	
		6,021.76
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 <b>(enter these as negative numbers)</b>		
Cheque No. 703	(288.00)	
Cheque No. 704	(66.00)	
		<u>(354.00)</u>
Add: any un-banked cash as at 31/3/21		
		<u>-</u>
<b>Net balances as at 31/3/21 (Box 8)</b>		<u><u>5,667.8</u></u>