

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 the co 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. P highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Howden Town Council

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role): Sarah Hardcastle Clerk/RFO

Date: 27/04/2022

	£	£
Balance per bank statements as at 31/3/21:		
Co-Op	36,454.9	
NS&I	140,540.6	
		176,995.5
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
item 5		
item 6		
item 7		
item 8		
[add more lines if necessary]		
Add: any un-banked cash as at 31/3/xx		
Net balances as at 31/3/21 (Box 8)		176,995.5