

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be completed on a column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are reconciled on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **SOUND & DISTRICT PARISH COUNCIL**

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): **A LAWRENCE - CLERK/RFO**

Date: **18/05/2020**

		£	£
Balance per bank statements as at 31/3/xx:			
	account 1	7,300.93	
	account 2	182.25	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			7,483.18
Petty cash float (if applicable)		-	-
Less: any un-presented cheques as at 31/3/20 (enter these as negative numbers)			
	item 1 63	(45.58)	
	item 2 64	(105.00)	
	item 3 66	(5,666.92)	
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(5,817.50)
Add: any un-banked cash as at 31/3/xx			
			-
Net balances as at 31/3/20 (Box 8)			<u>1,665.68</u>

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

SOUND & DISTRICT PARISH COUNCIL

County area (local councils and parish meetings only):

CHESHIRE EAST

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			1,665.68
Deduct: Debtors (enter these as negative numbers)			
	1		
	2		
	3		
		-	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
	1		
	2		
		-	
Total deductions		-	-
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
	1		
	2		
		-	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
	1		
	2		
		-	
Total additions		-	-
Box 8: Total cash and short term investments			1,665.68