

**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 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

Name of smaller authority: **Chapmanslade**

County area (local councils and parish meet **Wiltshire**

**Financial year ending 31 March 20xx**

Prepared by (Name and Role) **Minnie House Clerk and Responsible Officer**

Date: **#####**

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
account 1	4,764.8	
account 2	3,297.8	
account 3		
account 4		
add more accounts if necessary	account 5	
	account 6	
	account 7	
	account 8	
	<hr/>	
	-	6,635.3
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx ( <b>enter these as negative numbers</b> )		
item 1		
item 2		
item 3		
item 4		
add more lines if necessary	item 5	
	item 6	
	item 7	
	item 8	
	<hr/>	
		-
Add: any un-banked cash as at 31/3/xx		
	<hr/>	
		-
<b>Net balances as at 31/3/xx (Box 8)</b>		<b><u>6,635.3</u></b>