

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

Name of smaller authority:

Heacham Parish Council

County area (local councils and parish meetings only):

Norfolk

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Sue Eke Clerk/RFO

Date:

31/03/2023

	£	£
Balance per bank statements as at 31/3/2023		
Main Account	199,012.0	
 [add more accounts if necessary]		
		199,012.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2023 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/2023		
VAT Refund	- 2,087.0	
		- 2,087.0
Net balances as at 31/3/2023 (Box 8)		<u>196,925.0</u>