

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Bc 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 rec basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Week St Mary

County area (local councils and parish meetings only): Cornwall

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Beth Sachs Clerk and RFO

Date: 04/04/2021

		£	£
<b>Balance per bank statements as at 31/3/21:</b>			
account 1	Current	3,566.0	
account 2	Business	44,003.6	
account 3	Monmouthshire	7,674.1	
account 4			
account 5			
account 6			
account 7			
account 8			
[add more accounts if necessary]			
			55,243.7
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			
item 5			
item 6			
item 7			
item 8			
[add more lines if necessary]			
			-
Add: any un-banked cash as at 31/3/xx			
			-
<b>Net balances as at 31/3/21 (Box 8)</b>			<b>55,243.7</b>