

Bank reconciliation – pro forma

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

Name of smaller authority: **LITTLE LEIGH PARISH COUNCIL**

County area (local councils and parish meetings only): **CHESHIRE WEST AND CHESTER**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **ANN BRAZIER CLERK/RFO**

Date: **4/4/2024**

	£	£
Balance per bank statements as at 31/3/xx:		
account 1	12,818.0	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		12,818.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
100527	(40.00)	
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(40.00)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/24 (Box 8)		<u>12,778.0</u>