

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

Name of smaller authority:

PENDOCK

County area (local councils and parish meetings only):

WORCESTERSHIRE

Financial year ending 31 March 20xx

Prepared by (Name and Role):

JANICE KENNEDY (PARISH CLERK)

Date:

14/04/2021

| | £ | £ |
|--|-----------------|-----------------------|
| Balance per bank statements as at 31/3/21: | | |
| Lloyds Treasurers Account | 1,874.17 | |
| Lloyds Business Bank Instant | <u>4,147.59</u> | |
| | | 6,021.76 |
| Petty cash float (if applicable) | | - |
| Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers) | | |
| Cheque No. 703 | (288.00) | |
| Cheque No. 704 | (66.00) | |
| | | <u>(354.00)</u> |
| Add: any un-banked cash as at 31/3/21 | | |
| | | <u>-</u> |
| Net balances as at 31/3/21 (Box 8) | | <u><u>5,667.8</u></u> |