

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Washburn Parish Council**

County area (local councils and parish meetings only): **Harrogate Borough (North Yorkshire)**

Financial year ending 31 March 2020

Prepared by (Name and Role): **Dr Jason Knowles (Clerk & RFO)**

Date: **01/05/2020**

		£	£
Balance per bank statements as at 31/3/20:			
	Business	5,305.0	
	Community	7,000.0	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			12,305.0
Petty cash float (if applicable) -			
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
	100576	(48.00)	
	100579	(48.00)	
	100585	(77.00)	
[add more lines if necessary]	item 4		
	item 5		
	item 6		
	item 7		
	item 8		
			(173.00)
Add: any un-banked cash as at 31/3/20			
			-
Net balances as at 31/3/20 (Box 8)			<u>12,132.0</u>