

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

Name of smaller authority: **KINGS STANLEY PARISH COUNCIL**

County area (local councils and parish meetings only): **GLOUCESTERSHIRE COUNTY**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **CARMEL PONSFORD Clerk/ RFO**

Date: **22/05/2023**

		£	£
Balance per bank statements as at 31/3/xx:			
	account 1	43,535.49	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			43,535.5
Petty cash float (if applicable)			71.3
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
	2979	(420.00)	
	3018	(45.80)	
	3002	(100.00)	
	3006	(250.00)	
[add more lines if necessary]	3020	(2,350.00)	
	3013	(800.00)	
	3014	(693.46)	
	3005	(750.00)	
	3019	(239.03)	
	3017	(56.00)	
	3007	(17.50)	
			- 5,721.8
Add: any un-banked cash as at 31/3/23			
e.g Allotment rents banked 30/3/23 (but not credited until 2 April)			-