

Bank reconciliation – pro forma

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

Name of smaller authority:

NEWHALL PARISH COUNCIL

County area (local councils and parish meetings only):

CHESHIRE EAST

Financial year ending 31 March 20xx

Prepared by (Name and Role):

A LAWRENCE - CLERK/RFO

Date:

18/05/2020

Balance per bank statements as at 31/3/xx:

	£	£
account 1	2,356.14	
account 2	501.72	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		2,857.86

Petty cash float (if applicable)

- -

Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)

item 1	510	(50.00)
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		(50.00)

Add: any un-banked cash as at 31/3/xx

Net balances as at 31/3/20 (Box 8)

2,807.86

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

NEWHALL PARISH COUNCIL

County area (local councils and parish meetings only):

CHESHIRE EAST

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Box 7: Balances carried forward

£ £
2,807.86

Deduct: Debtors (enter these as negative numbers)

1
2
3

-

Deduct: Payments made in advance
(prepayments) (enter these as negative numbers)

1
2

-

Total deductions

-

Add:

Creditors (must not include community infrastructure levy (CIL) receipts)

1
2

-

Add:

Receipts in advance (must not include deferred grants/loans received)

1
2

-

Total additions

-

Box 8: Total cash and short term investments

2,807.86