

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 2024” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are 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: Market Deeping Town Council

County area (local councils and parish meetings only): Lincolnshire

Financial year ending 31 March 2024

Prepared by (Name and Role): Gail Darnes Town Clerk and RFO

Date: 24.4.24

	£	£
Balance per bank statements as at 31/3/24:		
Current account	24,340.6	
General reserves	22,160.0	
Cemetery land account	52,810.6	
CCLA deposit account	325,872.0	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		425,183.2
Petty cash float (if applicable)		475.4
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
[add more lines if necessary]		
item 1		
item 2		
item 3		
item 4		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/24		
		-
Net balances as at 31/3/24 (Box 8)		425,658.6

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in 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

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

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

Financial year ending 31 March 20xx

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

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
		<hr/>
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx <i>(normally only current account)</i>		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>	50.00	
		<hr/>
		50.00
Net balances as at 31/3/xx (Box 8)		<hr/> <hr/> 13,980.00