

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 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 rec basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Litton Cheney Parish Council

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

Financial year ending 31 March 2022

Prepared by (Name and Role): Mrs Maggie Walsh, Clerk & RFO

Date: 05/04/2022

	£	£
Balance per bank statements as at 31/3/xx:		
Treasurers Account	£19,169.78	
Bus Bank Instant	£2,547.46	
account 3	£0.00	
account 4	£0.00	
[add more accounts if necessary] account 5	£0.00	
account 6	£0.00	
account 7	£0.00	
account 8	£0.00	£21,717.24
Petty cash float (if applicable)		£0.00
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
item 1	-£1.00	
item 2	£0.00	
item 3	£0.00	
item 4	£0.00	
[add more lines if necessary] item 5	£0.00	
item 6	£0.00	
item 7	£0.00	
item 8	£0.00	-£1.00
Add: any un-banked cash as at 31/3/xx		
	£0.00	
	£0.00	
	£0.00	£0.00
Net balances as at 31/3/22 (Box 8)		£21,716.24