

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **mu** column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be e figures.

Name of smaller authority: **Frome Valley Parish Council**

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

### Financial year ending 31 March 2019

Prepared by (Name and Role): **Katharine Sheehan, Clerk and RFO**

Date: **25/04/2019**

		£	£
<b>Balance per bank statements as at 31/3/19:</b>			
	account 1	24,365.1	
	account 2	5,316.2	
	account 3	2,771.2	
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			32,452.5
Petty cash float (if applicable)	n/a		-
Less: any un-presented cheques as at 31/3/19 ( <b>enter these as negative numbers</b> )			
DAPTC	100735	(70.00)	
B Sennett	100736	(7.78)	
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(77.78)
Add: any un-banked cash as at 31/3/19			
			-
<b>Net balances as at 31/3/19 (Box 8)</b>			<b><u><u>32,374.7</u></u></b>

## 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 2019” 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 2019

Prepared by (Name and Role): Clerk/ RFO

Date: xx/xx/19

	£	£
<b>Balance per bank statements as at 31/3/19:</b>		
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 31/3/19 (normally only current account)		
Cheque number           154	(60.00)	
157	(18.00)	
158	(2.00)	
		<hr/>
		(80.00)
Add: any un-banked cash as at 31/3/19 e.g Allotment rents banked 30/3/18 (but not credited until 2 April)	50.00	
		<hr/>
		50.00
<b>Net balances as at 31/3/19 (Box 8)</b>		<hr/> <hr/> <b>13,980.00</b>