

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the acc a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should negative figures.

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

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

Financial year ending 31 March 2020

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

Date: **10/07/2020**

	£	£
Balance per bank statements as at 31/3/20:		
HSBC Community Acct	163.7	
HSBC Money Manager Acct	3,990.8	
		4,154.6
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/20 (enter these as negative numbers)		
100451	(14.39)	
100453	(200.00)	
[add more lines if necessary]		
		(214.39)
Add: any un-banked cash as at 31/3/20		
		-
Net balances as at 31/3/20 (Box 8)		<u><u>3,940.2</u></u>