

## 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 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. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative numbers.

Name of smaller authority: Lythe Parish Council

County area (local councils and parish meetings only): North Yorkshire

### Financial year ending 31 March 20xx

Prepared by (Name and Role): J A Clark, Clerk & Responsible Financial Officer

Date: 01/05/2024

|   | £         | £ |
|---|-----------|---|
| <b>Balance per bank statements as at 31/3/xx:</b> |           |   |
| account 1   | £6,039.67 |   |
| account 2   | 0.05      |   |

[add more accounts if necessary]

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6,039.72

Petty cash float (if applicable) -

Less: any un-presented cheques as at 31/3/xx **(enter these as negative numbers)**

- item 1
- item 2
- item 3
- item 4
- [add more lines if necessary] item 5
- item 6
- item 7
- item 8

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Add: any un-banked cash as at 31/3/24

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**Net balances as at 31/3/24 (Box 8) 6,039.72**