

Bank reconciliation – pro forma

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. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Merton Parish Council

County area (local councils and parish meetings only):

Torridge, Devon

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Alice Turner - Clerk & R.F.O

Date:

30/04/2023

	£	£
Balance per bank statements as at 31/3/23:		
Treasurers Account	23,822.0	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		23,822.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23 (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		
Add: any un-banked cash as at 31/3/23		
		-
Net balances as at 31/3/23 (Box 8)		23,822.0