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 ac a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques shoul negative figures.

Name of smaller authority: SUTTON PARISH COUNCIL

County area (local councils and parish meetings only): ROCHFORD DISTRICT ESSEX

Financial year ending 31 March 20xx 24

Prepared by (Name and Role): B. SUMMERFIELD CLERK/RFO.

Date: xx/xx/xxx 29/06/24

		£	£
Balance per bank statements as at 31/3/xx:			
	account 1	METRO COMMUNITY ACC.	7861-11
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			7861-11
Petty cash float (if applicable)			-
Less: any unpresented 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		
			-
Add: any un-banked cash as at 31/3/xx			
			-
Net balances as at 31/3/xx (Box 8)			£ 7,861.11