

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be included in the annual accounts 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 on a debit basis.

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

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Melanie Kilby (Clerk /RFO)**

Date: **27/04/2021**

| | £ | £ |
|--|-----------------|------------------------|
| Balance per bank statements as at 31/3/2021: | | |
| account 1 | 51,724.0 | 51,726.0 |
| Petty cash float (if applicable) | | - |
| Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers) | | |
| Mr R Hanson (300809) | (182.00) | |
| Linkinhorne Parish Hall (300767) | (7.28) | (189.28) |
| Add: any un-banked cash as at 31/3/xx | | |
| | | - |
| Net balances as at 31/3/21 (Box 8) | | <u>51,536.7</u> |