

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must include a column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as

Name of smaller authority: Toller Porcorum Parish Council

County area (local councils and parish meetings only): West Dorset

Financial year ending 31 March 20xx

Prepared by (Name and Role): Michele Harding Clerk/RFO

Date: 31/03/2022

	£	£
Balance per bank statements as at 31/3/22:		
account 1	12,389.3	
account 2		12,389.3
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 (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 31/3/22		-
Net balances as at 31/3/22 (Box 8)		12,389.3