

## 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 printed on a pro forma basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative.

Name of smaller authority:

SUTTON VALENCE PARISH COUNCIL

County area (local councils and parish meetings only):

KENT

Financial year ending 31 March 20xx

Prepared by (Name and Role):

JANET BURNETT - CLERK & RFO

Date:

14/04/2020

Balance per bank statements as at 31/3/20:

Nationwide  
Unity

account 1  
account 2

£  
68058.50  
13860.09

£

81918.59

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/20

228

(50.00)

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

(50.00)

Net balances as at 31/3/20 (Box 8)

81868.59