

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: **East Down Parish Council**

County area (local councils and parish meetings only): **Devon**

Financial year ending 31 March 2020

Prepared by (Name and Role): **Margaret Done Parish Clerk/R.F.O.**

Date: **16th May 2020**

		£	£
Balance per bank statements as at 31/3/2020			
Parish Council Account	249839	6,166.05	
P3 Account	37613268	1,156.83	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			7,322.88
Petty cash float (if applicable)	n/a		-
Less: any unpresented cheques as at 31/3/20 (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 31/3/20			-
			-
			-
Net balances as at 31/3/20 (Box 8)			<u>7,322.88</u>