

Bank reconciliation – pro forma

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

Name of smaller authority: East Down Parish Council

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

Financial year ending 31 March 2021

Prepared by (Name and Role): Margaret Done Clerk/RFO

Date: 02/04/2021

| | | £ | £ |
|--------------------------------------------------------------------------------------|-----------|-----------|-------------------------|
| Balance per bank statements as at 31/3/21 | | | |
| Parish Council | 00249839 | £7,457.08 | |
| P3 | 37613268 | £1,156.83 | |
| [add more accounts if necessary] | account 6 | | |
| | account 7 | | |
| | account 8 | | |
| | | | £8,613.91 |
| Petty cash float (if applicable) | | | |
| Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers) | | | |
| | item 1 | 0.00 | |
| | 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 31/3/21 | | | |
| | | | <u>£8,613.91</u> |