

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 2021” 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: **Drewsteignton Parish Council**

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

Financial year ending 31 March 2021

Prepared by (Name and Role): **Alice Turner - Clerk & RFO**

Date: **06/04/2021**

	£	£
Balance per bank statements as at 31/3/21:		
Current Account	100.0	
Business reserve Account	17,743.3	
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		£17,843.30
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
Cheque numbers:		
2466	-£74.00	
2468	-£80.00	
2469	-£81.38	
[add more lines if necessary]		
2469	-£378.88	
2470	-£107.40	
item 7		
item 8		
		(721.66)
Add: any un-banked cash as at 31/3/21		
	£0.00	
		-
Net balances as at 31/3/21 (Box 8)		<u>£17,121.64</u>