

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 un-presented cheques should be entered as negative figures.

Name of smaller authority: Drewsteignton Parish Council

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

Financial year ending 31 March 2023

Prepared by (Name and Role): Alice Turner (Clerk & R.F.O)

Date: 30/04/2023

	£	£
Balance per bank statements as at 31/3/23:		
Current Account	100.0	
Business Reserve	25,881.4	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		25,981.4
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		
2557	(10.00)	
2558	(24.00)	
2561	(105.00)	
2562	(148.00)	
[add more lines if necessary] 2563	(835.00)	
2564	(12.00)	
2565	(614.80)	
2566	(12.00)	
		(1,760.80)
Add: any un-banked cash as at 31/3/23		
		24,220.6
Net balances as at 31/3/23 (Box 8)		