

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree 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 payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative fi

Name of smaller authority: HOATH PARISH COUNCIL

County area (local councils and parish meetings only): KENT COUNTY COUNCIL

Financial year ending 31 March 20xx

Prepared by (Name and Role): CAROLINE READ, PARISH CLERK & RFO

Date: 13/06/2023

	£	£
Balance per bank statements as at 31/3/23:		
Lloyds Bank	25,548.20	
[add more accounts if necessary]		
		25,548.20
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
429	(135.00)	
431	(60.00)	
432	(486.18)	
433	(285.14)	
[add more lines if necessary]		
		(966.32)
Add: any un-banked cash as at 31/3/23	0.00	
		0.00
Net balances as at 31/3/23 (Box 8)		24,581.88