

Bank reconciliation – pro forma

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

Name of smaller authority: Sutton-on-Trent Parish Council

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): Jayne Saunders - Clerk to the Council & RFO

Date: 31/03/2024

	£	£
Balance per bank statements as at 31/3/24:		
Current Account	70,454.1	
Business Reserve Account	103,888.5	
Scottish Widows Deposit Account	26,486.1	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		200,828.7
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (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 31/3/24		
		-
Net balances as at 31/3/24 (Box 8)		200,828.7