

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 pre payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative

Name of smaller authority: Queen Thorne Parish Council

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

Financial year ending 31 March 2020

Prepared by (Name and Role): Rose Edwards, Clerk and RFO

Date: 14/06/2020

	£	£
Balance per bank statements as at 31/3/20:		
Current account	£3,689.38	
Reserve account	£21,596.01	
[add more accounts if necessary]		
		25,285.39
Petty cash float (if applicable)		-7.37
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
Cheque 543	(250.00)	
[add more lines if necessary]		
		(250.00)
Add: any un-banked cash as at 31/3/20		
		-
Net balances as at 31/3/20 (Box 8)		25,028.02