

Bank reconciliation – pro forma

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

Name of smaller authority: Cotleigh Parish Council

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): Kerry Kennell, Clerk and RFO

Date: 28/04/2023

	£	£
Balance per bank statements as at 31/3/23:		
account 1	13522.73	
[add more accounts if necessary]		
		13522.73
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
200038	-75.00	
[add more lines if necessary]		
		-75.00
Add: any un-banked cash as at 31/3/23		
		0.00
Net balances as at 31/3/23(Box 8)		13447.73