

## Bank reconciliation – pro forma

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

Name of smaller authority: **COSTESSEY TOWN COUNCIL**

County area (local councils and parish meetings only): **NORFOLK**

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Hilary Elias (Town Clerk & RFO)**

Date: **21/04/2022**

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
Barclays Current A/c	5,029.00	
Barclays Business Premium A/c	782,334.61	
Barclays Salaries a/c	61,337.14	
Clerks Imprest a/c 2	3,000.00	
[add more accounts if necessary] Grounds Imprest a/c 1	3,000.00	
Unity Bank a/c	5,972.00	
		860,672.75
Petty cash float (if applicable)		300.00
Less: any un-presented cheques as at 31/3/22 ( <b>enter these as negative numbers</b> )		
112980	(1,155.24)	
112999	(100.00)	
113008	(150.00)	
113025	(6,846.96)	
[add more lines if necessary] 113043	(47.00)	
113050	(264.60)	
113056	(57.60)	
113055	(434.49)	
113057	(210.00)	
113058	(1,274.07)	
113053	(287.65)	
113054	(1,119.58)	
113061	(114.00)	
113062	(265.00)	
113059	(302.77)	
113060	(742.96)	
113066	(138.00)	
113064	(560.00)	
113065	(500.00)	
113067	(1,306.80)	
113068	(48.28)	
113069	(768.00)	
113070	(180.00)	
113071	(380.20)	
113072	(244.80)	
		(17,498.00)
Add: any un-banked cash as at 31/3/22		
Unity	768.0	
		768.0
<b>Net balances as at 31/03/22(Box 8)</b>		<b><u>844,242.75</u></b>