

Bank reconciliation – pro forma

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

Name of smaller authority: Mendlesham Parish Council

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

Financial year ending 31 March 2020

Prepared by (Name and Role): Sharon Jones Clerk/RFO

Date: 31/03/2020

	£	£
Balance per bank statements as at 31/3/20		
Current 61512360	20,642.15	
Deposit 87980668	11,636.36	
Deposit 87981068	10,017.59	
32dn	40,862.39	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
	83,158.49	
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
953	(500.00)	
956	(125.00)	
958	(100.00)	
961	(150.00)	
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
	(875.00)	
Add: any un-banked cash as at 31/3/20		
	-	
Net balances as at 31/3/20 (Box 8)		82,283.49