

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

Name of smaller authority: Oakham Town Council

County area (local councils and parish meetings only): Rutland and Leicestershire

### Financial year ending 31 March 2020

Prepared by (Name and Role): A Greaves (Clerk and RFO)

Date: 07/07/2020

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
HSBC Current Account	27,274.9	
HSBC Deposit Account	230,150.4	
Cambridge B/S	60,000.0	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		317,425.3
Petty cash float (if applicable)		256.4
Less: any unpresented cheques as at 31/3/xx <b>(enter these as negative numbers)</b>		
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/xx		
		-
<b>Net balances as at 31/3/20 (Box 8)</b>		<b>317,681.7</b>