

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 payments 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 20xx

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

Date: **23/06/2021**

	£	£
Balance per bank statements as at 31/3/xx:		
HSBC Current Account	34,935.6	
HSBC Deposit Account	270,000.0	
Cambridge Building Society	60,000.0	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		364,935.6
Petty cash float (if applicable)		20.2
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
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		
		-
Net balances as at 31/3/xx (Box 8)		<u><u>364,955.8</u></u>