

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be included in the annual accounts in 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on the debit side.

Name of smaller authority:

Great Tey Parish Council

County area (local councils and parish meetings only):

Essex

Financial year ending 31 March 20xx

Prepared by (Name and Role):

David Williams, Clerk and Responsible Financial Officer

Date:

28/07/2022

	£	£
Balance per bank statements as at 31/3/xx:		
Community Account	36,370.0	
Business Premium Account	22.0	
		36,392.0
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)		
101944	(250.00)	
		(250.00)
Add: any un-banked cash as at 31/3/22		
Net balances as at 31/3/22 (Box 8)		<u>36,142.0</u>