

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 report and accounts, in a 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 a debit basis.

Name of smaller authority: Hoveton Parish Council

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): Ben Bethell - Clerk and RFO

Date: 26/06/2023

	£	£
Balance per bank statements as at 31/3/2023:		
account 1	£22,431.63	
account 2	£18,546.45	
		£40,978.08
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2023		
n/a		
		-
Add: any un-banked cash as at 31/3/2023		
		
		-
Net balances as at 31/3/2023 (Box 8)		<u>£40,978.08</u>