

Bank reconciliation – pro forma

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

Name of smaller authority: Ockley Parish Council

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

Financial year ending 31 March 2021

Prepared by (Name and Role): Lesley Fletcher Clerk/RFO

Date: 06/04/2021

	£	£
Balance per bank statements as at 31/3/21:		
current account	£ 7,025.43	
business reserve	£ 17,900.29	

£ 24,925.72

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/21 **(enter these as negative numbers)**

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Add: any un-banked cash as at 31/3/21

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Net balances as at 31/3/21 (Box 8) **£ 24,925.72**