

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** include a column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority:

Sutton by Dover Parish Council

County area (local councils and parish meetings only):

Kent

### Financial year ending 31 March 2019

Prepared by (Name and Role):

Susan Smith - Clerk

Date:

10/04/2019

	£	£
<b>Balance per bank statements as at 31/3/19:</b>		
Current	4,005.9	
Reserve	15,599.4	
[add more accounts if necessary]		
		19,605.3
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
chq 1316	(660.00)	
chq 1318	(337.50)	
chq 1319	(33.68)	
[add more lines if necessary]		
chq 1320	(290.00)	
chq 1321	(90.00)	
chq 1322	(288.00)	
		(1,699.18)
Add: any un-banked cash as at 31/3/19		
		-
<b>Net balances as at 31/3/19 (Box 8)</b>		<b><u>17,906.1</u></b>