

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be 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 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 2021

Prepared by (Name and Role): **Susan Smith Clerk/RFO**

Date: **23/04/2021**

		£	£
Balance per bank statements as at 31/3/x21:			
	Current	5,008.3	
	Reserve	15,637.2	
[add more accounts if necessary]			
			20,645.5
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)			
	1433	(347.50)	
	1434	(33.68)	
[add more lines if necessary]			
			(381.18)
Add: any un-banked cash as at 31/3/21			
			-
Net balances as at 31/3/21 (Box 8)			<u>20,264.3</u>