

## Bank reconciliation – pro forma

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

Name of smaller authority: **Hurst Green Parish Council**

County area (local councils and parish meetings only): **East Sussex**

### Financial year ending 31 March 2021

Prepared by (Name and Role): **Anita Emery - RFO**

Date: **31/03/2021**

|  | £         | £                |
|--|-----------|------------------|
| <b>Balance per bank statements as at 31/3/21:</b>                                      |           |                  |
| Community acc 6752   | 56,879.35 |                  |
| Community Savings acc 6779   | 2,590.22  |                  |
| Renewals account 6760  | 20,108.29 |                  |
| [add more accounts if necessary]   |           |                  |
| account 4  |           |                  |
| account 5  |           |                  |
| account 6  |           |                  |
| account 7  |           |                  |
| account 8  |           |                  |
|  |           | 79,577.86        |
| Petty cash float (if applicable)   |           | -                |
| Less: any unpresented cheques as at 31/3/2021 <b>(enter these as negative numbers)</b> |           |                  |
| Chq 1261   | (23.80)   |                  |
| item 2   |           |                  |
| item 3   |           |                  |
| item 4   |           |                  |
| [add more lines if necessary]  |           |                  |
| item 5   |           |                  |
| item 6   |           |                  |
| item 7   |           |                  |
| item 8   |           |                  |
|  |           | (23.80)          |
| Add: any un-banked cash as at 31/3/2021  |           |                  |
|  |           |                  |
|  |           | <b>79,554.06</b> |