

<b>Bank reconciliation – pro forma</b>											
This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 2019" 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 as negative figures.											
Name of smaller authority:	Chelsham and Farleigh Parish Council										
County area (local councils and parish meetings only):	Tandridge										
Financial year ending 31 March 2019											
Prepared by (Name and Role):	Mrs. M. Richards - Clerk and Responsible Finance Officer										
Date:	14/06/2019										
				£	£						
Balance per bank statements as at 31/3/19:											
	account 1			13,091.0	13,091.0						
Petty cash float (if applicable)		N/A		-	-						
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)	item 8			N/A	-						
Add: any un-banked cash as at 31/3/19				N/A	-						
					-						
Net balances as at 31/3/19 (Box 8)				13,091.0	13,091.0						

## Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 2019” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: ABC Parish Council

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

### Financial year ending 31 March 2019

Prepared by (Name and Role): Clerk/ RFO

Date: xx/xx/19

£ £

### Balance per bank statements as at 31/3/19:

e.g Current Account 1,000.00

High Interest Account 3,000.00

Building Society Premium Account 10,000.00

14,000.00

Petty cash float (if applicable) 10.00

Less: any un-presented cheques as at 31/3/19

*(normally only current account)*

Cheque number 154 (60.00)

157 (18.00)

158 (2.00)

(80.00)

Add: any un-banked cash as at 31/3/19

e.g Allotment rents banked 30/3/18 *(but not credited until 2 April)* 50.00

50.00

**Net balances as at 31/3/19 (Box 8) 13,980.00**

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the ‘Practitioners’ Guide’.

**Please complete the pro forma template on the other tab for your smaller authority.**