

## 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 the receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a negative basis.

Name of smaller authority: The Charter Trustees for Taunton

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx                      20

Prepared by (Name and Role): Marcus Prouse - Specialist Governance and Democracy

Date: 10/08/20

	£	£
<b>Balance per bank statements as at 31 31/03/20</b>		
account 1	69,436.0	
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		69,436.0
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/xx		
		-
<b>Net balances as at 31/3/20 (Box 8)</b>		<b>69,436.0</b>