

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the "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 receipts and payments basis. Complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Graveley Parish Council

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): Nicola Webster - Clerk & RFO

Date: 10/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
Current Account	8,018.0	
Savings Account	20,490.9	
Equals Prepaid Mastercard	48.5	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		28,557.3
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/24 (enter these as negative numbers)		
		-
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/24 (Box 8)		<u><u>28,557.3</u></u>