

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 accrual and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Oxenhope Village Council**

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

Financial year ending 31 March 2020

Prepared by (Name and Role): **Janet Foster RFO**

Date: **31/03/20**

	£	£
Balance per bank statements as at 31/3/2020:		
Community Account	11,884.49	
Business Savings Account	8,111.20	
Business Savings Account (Gratuity)	0.00	
		19,995.69
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/2020 (enter these as negative numbers)	<u>0.00</u>	0.00
Add: any un-banked cash as at 31/3/2020	0.00	
		<u>0.00</u>
Net balances as at 31/3/20 (Box 8)		<u><u>19,995.69</u></u>