

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

Name of smaller authority: **Sandgate Parish Council**

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

Financial year ending 31 March 2022

Prepared by (Name and Role): **Mrs Julie Tugwood Deputy clerk/RFO**

Date: **12/05/2022**

	£	£
Balance per bank statements as at 31/3/xx:		
HSBC Deposit Account	£ 70,279.98	
HSBC Current Account	£ 5,442.75	
Nationwide Building Society	£ 85,000.04	
Metro Bank	£ 85,765.00	
[add more accounts if necessary] Hampshire Bank	£ 86,722.04	
Buckinghamshire Building Society	£ 85,000.00	
Charity Bank	£ 86,101.97	
account 8		
		£ 504,311.78
Petty cash float (if applicable)		£ 190.90
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		
		£ -
Net balances as at 31/3/2 (Box 8)		<u>£ 504,502.68</u>