

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It mu the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accou receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be figures.

Name of smaller authority:

QUENINGTON PARISH COUNCIL

County area (local councils and parish meetings only):

GLOUCESTERSHIRE

Financial year ending 31 March 20xx

Prepared by (Name and Role):

PENNY IBBOTSON CLERK/RFO

Date:

28/05/2020

		£	£
Balance per bank statements as at 31/3/20:			
	Current Account	12,330.1	
	Savings Account	12,631.8	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			24,961.9
Petty cash float (if applicable)			-
Less: any unrepresented cheques as at 31/3/20 (enter these as negative numbers)			
cheque number	1096	(172.44)	
cheque number	1099	(53.19)	
cheque number	1100	(250.00)	
cheque number	1101	(120.00)	
cheque number	1102	(294.00)	
cheque number	1103	(184.01)	
cheque number	1104	(46.00)	
			(1,119.64)
Add: any un-banked cash as at 31/3/20			
Badenhorst Memorial payment	cheque	110.0	
received 19/3 and banked 17/4			
delay due to pandemic lockdown			
			110.0
Net balances as at 31/3/20 (Box 8)			<u>23,952.3</u>