

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

Name of smaller authority:

Burnham Thorpe Parish Council

County area (local councils and parish meetings only):

West Norfolk

### Financial year ending 31 March 2021

Prepared by (Name and Role):

Sarah Raven Clerk/RFO

Date:

01/04/2021

		£	£
<b>Balance per bank statements as at 31/3/xx:</b>			
Current	80221023	3077.93	
Premium	60769967	9959.42	
			13037.35
Petty cash float (if applicable)			0.00
Less: any unpresented cheques as at 31/3/21 ( <b>enter these as negative numbers</b> )			
	100874	-22.20	
card payment		-223.13	
	100878	-188.45	
			-433.78
Add: any un-banked cash as at 31/3/xx			
			0.00
<b>Net balances as at 31/3/21 (Box 8)</b>			<b><u>12603.57</u></b>