

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

Name of smaller authority: Newington (Swale) Parish Council

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

### Financial year ending 31 March 2020

Prepared by (Name and Role): Mrs Wendy Licence Clerk and RFO

Date: 19/05/2020

	£	£
<b>Balance per bank statements as at 31/3/20:</b>		
NatWest Current Account            account 1	500.00	
NatWest Business Reserve           account 2	34,679.81	
Nationwide                                account 3	45,722.80	
 [add more accounts if necessary]		
		80,902.61
 Petty cash float (if applicable)		-
 Less: any un-presented cheques as at 31/3/20 <b>(enter these as negative numbers)</b>		
Cheque number                        3101	-459.00	
3102	-550.00	
3103	-30.00	
3104	-836.14	
3105	-53.37	
3106	-265.00	
3107	-63.00	
		(2,256.51)
 Add: any un-banked cash as at 31/3/20		
		-
 <b>Net balances as at 31/3/20 (Box 8)</b>		<b>78,646.10</b>