

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box “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. Complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **BURLAND PARISH COUNCIL**

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

Financial year ending 31 March 2023

Prepared by (Name and Role): **MARK BAILEY, PARISH CLERK & RFO**

Date: **02/07/2023**

	£	£
Balance per bank statements as at 31/3/23:		
CURRENT ACCOUNT	276.7	
BUSINESS RESERVE ACCOUNT	3,157.4	
		3,434.1
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
825	(63.92)	
828	(396.00)	
829	(63.92)	
830	(63.92)	
831	(580.00)	
832	(700.00)	
		(1,867.76)
Add: any un-banked cash as at 31/3/23		
		-
Net balances as at 31/3/23 (Box 8)		<u>1,566.4</u>