

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment account 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 when prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented entered as negative figures.

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

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

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Gina Mear**

Date: **26/04/24**

	£	£
<b>Balance per bank statements as at 31/3/xx:</b>		
Treasurers	<b>5707.09</b>	
Deposit	<b>24597.32</b>	
Reserves	<b>27494.19</b>	
		57798.60
Petty cash float (if applicable)		0.00
Less: any un-presented cheques as at 31/3/24		
	<b>1130</b>	<b>-30.00</b>
	<b>1203</b>	<b>-40.00</b>
		-70.00
Add: any un-banked cash as at 31/3/24		
		<b>0.00</b>
<b>Net balances as at 31/3/24 (Box 8)</b>		<b><u>57728.60</u></b>