

## Bank reconciliation – pro forma

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

Name of smaller authority: Aveton Gifford Parish Council

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

### Financial year ending 31 March 2021

Prepared by (Name and Role): Peter Javes, Clerk and RFO

Date: 19/05/2021

|   |   | £                | £                |
|---|---|------------------|------------------|
| <b>Balance per bank statements as at 31/3/21</b>                              |   |                  |                  |
| Deposit account   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 1</span> | 10,635.26        |                  |
| Current account   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 2</span> | 927.46           |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 3</span> |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 4</span> |                  |                  |
| [add more accounts if necessary]  | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 5</span> |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 6</span> |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 7</span> |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">account 8</span> |                  |                  |
|   |   | 11,562.72        | 11,562.72        |
| Petty cash float (if applicable)  |   |                  | -                |
| Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers) |   |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 1</span>    |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 2</span>    |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 3</span>    |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 4</span>    |                  |                  |
| [add more lines if necessary]   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 5</span>    |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 6</span>    |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 7</span>    |                  |                  |
|   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;">item 8</span>    |                  |                  |
| Add: any un-banked cash as at 31/3/xx   | <span style="border: 1px solid black; background-color: yellow; padding: 2px;"></span>          |                  |                  |
|   |   | -                | -                |
| <b>Net balances as at 31/3/21(Box 8)</b>                                      |   | <b>11,562.72</b> | <b>11,562.72</b> |