

## Bank reconciliation – pro forma

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

Name of smaller authority:

BULKINGTON PARISH COUNCIL

County area (local councils and parish meetings only):

WILTSHIRE

### Financial year ending 31 March 2025

Prepared by (Name and Role):

TEKLA HICKS, CLERK/RFO

Date:

31/03/2025

### Balance per bank statements as at 31/3/25:

£ £

[add more accounts if necessary]

LLOYDS BANK  
account 2  
account 3  
account 4  
account 5  
account 6  
account 7  
account 8

#####

#####

Petty cash float (if applicable)

-

Less: any un-presented cheques as at 31/3/25 (enter these as negative numbers)

[add more lines if necessary]

item 1  
item 2  
item 3  
item 4  
item 5  
item 6  
item 7  
item 8

0 00

Add: any un-banked cash as at 31/3/25

-

Net balances as at 31/3/25 (Box 8)

#####

## Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the 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 receipts and payments basis

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

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

### Financial year ending 31 March 2025

Prepared by (Name and Role): **Clerk/ RFO**

Date: **01/04/2025**

	£	£
<b>Balance per bank statements as at 31/3/25:</b>		
e.g Current Account	#####	
High Interest Account	-	
Building Society Premium Account	-	
	_____	#####
Petty cash float (if applicable)		10 00
Less: any un-presented cheques as at 31/3/25 (normally only current account)		
Cheque number           154	0 00	
157	0 00	
158	0 00	
	_____	0 00
Add: any un-banked cash as at 31/3/25 e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	-	
	_____	-
<b>Net balances as at 31/3/25 (Box 8)</b>		<b>#####</b>