

Bank reconciliation – pro forma

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 the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques as negative figures.

Name of smaller authority: SAMPFORD COURTENAY PARISH COUNCIL

County area (local councils and parish meetings only): WEST DEVON

Financial year ending 31 March 2023

Prepared by (Name and Role): MARION PRATT - RESPONSIBLE FINANCIAL OFFICER

Date: 11.04.23

		£	£
Balance per bank statements as at 31/3/xx:			
UNITY TRUST BANK CURRENT T1	account 1	1,446.4	1,446.4
UNITY TRUST BANK INSTANT ACCESS	account 2	27,809.3	27,809.3
			29,255.6

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/xx (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

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

Net balances as at 31/3/xx (Box 8) 29,255.6