

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 un-presented 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

UNITY TRUST BANK INSTANT ACCESS

	£	£
account 1	1,446.4	1,446.4
account 2	27,809.3	27,809.3
		29,255.6

Petty cash float (if applicable)

-

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

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[add more lines if necessary]

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

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

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

29,255.6