

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with 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 credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

Utterby Parish Council

County area (local councils and parish meetings only):

**Financial year ending 31 March 2025**

Prepared by (Name and Role):

Tanya Kuzemczak Clerk RFO

Date:

09/04/2025

£

£

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

[add more accounts if necessary]

|                 |
|-----------------|
| Current Account |
| account 2       |
| account 3       |
| account 4       |
| account 5       |
| account 6       |
| account 7       |
| account 8       |

18,334.4

18,334.4

Petty cash float (if applicable)

-

Less: any unpresented 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 |

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

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

**18,334.4**