

**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 2020" in Section 2 of 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 should be entered as negative figures.

Name of smaller authority:	KENARDINGTON PARISH COUNCIL	
County area (local councils and parish meetings only):	ASHFORD BOROUGH COUNCIL	
<b>Financial year ending 31 March 2022</b>		
Prepared by (Name and Role):	A BEACH - CLERK/RFO	
Date:	3/31/22	
		£      £
<b>Balance per bank statements as at 31/3/22:</b>		
Current Account		16,551.22
account 2		
account 3		
account 4		
[add more accounts if necessary]	account 5	
	account 6	
	account 7	
	account 8	
		16,551.22
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
	384	(520.00)
	385	(50.00)
	391	(60.00)
	394	(7.96)
[add more lines if necessary]	item 5	
	item 6	
	item 7	
	item 8	
		(637.96)
Add: any un-banked cash as at 31/3/22		
		-
<b>Net balances as at 31/3/22 (Box 8)</b>		<b>15,913.26</b>

Bank reconciliation – example									
This reconciliation should include <b>all</b> bank and building society accounts, including short term investment accounts. It <b>must</b> agree to Box 8 in the column headed "Year ending 31 March 2020 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:			Kenardington Parish Council						
County area (local councils and parish meetings only):			Ashford Borough Council						
<b>Financial year ending 31 March 2020</b>									
Prepared by (Name and Role):			A Beach - Clerk/RFO						
Date:			7/27/20						
					£	£			
<b>Balance per bank statements as at 31/3/19:</b>									
e.g Current Account			2,808.00						
High Interest Account			-						
Building Society Premium Account			-						
					2,808.00				
Petty cash float (if applicable)					-				
Less: any un-presented cheques as at 31/3/20 (normally only current account)									
Cheque number		356		360.00					
					0.00				
					0.00				
					360.00				
Add: any un-banked cash as at 31/3/20									
e.g Allotment rents banked 30/3/xx (but not credited until 2 April)					-				
					-				
<b>Net balances as at 31/3/20 (Box 8)</b>					<b>3,168.00</b>				
Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the 'Practitioners' Guide'.									
<b>Please complete the pro forma template on the other tab for your smaller authority.</b>									