

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** include a 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 unpresented cheques should be entered as receipts.

Name of smaller authority: MELTON PARISH COUNCIL

County area (local councils and parish meetings only): SUFFOLK

### Financial year ending 31 March 2020

W GROSVENOR Clerk / RFO to Melton Parish Council

Date: 03/06/2020

	£	£
<b>Balance per bank statements as at 31/3/20:</b>		
account 1	205,832.2	
account 2	53,921.0	
account 3	100,686.9	
account 4	14,377.0	
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		374,817.1
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/20 <b>(enter these as negative numbers)</b>		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/20		
		-
<b>Net balances as at 31/3/20 (Box 8)</b>		<b>374,817.1</b>