

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed “Year ending 31 March 2026” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on accruals and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **BULKINGTON PARISH COUNCIL**

County area (local councils and parish meetings only): **WILTSHIRE**

Financial year ending 31 March 2026

Prepared by (Name and Role): **TEKLA HICKS, PARISH CLERK & RFO**

Date: **01/04/2026**

		£	£
Balance per bank statements as at 31/3/2026:			
	account 1	29 2	
	account 2	28 260 7	
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			28 289 9
Petty cash float (if applicable) -			
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)			
	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 31/3/2026 -			
			<u>28 289 9</u>
Net balances as at 31/3/2026 (Box 8)			

Bank reconciliation – example

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 20xx” in 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: **ABC Parish Council**

County area (local councils and parish meetings only): **ABC County**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Clerk/ RFO**

Date: **xx/xx/xx**

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	1 000 00	
High Interest Account	3 000 00	
Building Society Premium Account	#####	
	<hr/>	#####
Petty cash float (if applicable)		10 00
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number 154	(60 00)	
157	(18 00)	
158	(2 00)	
	<hr/>	(80 00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	50 00	
	<hr/>	50 00
Net balances as at 31/3/xx (Box 8)		#####