

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 unpresented cheques should be entered as negative figures.

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

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

Financial year ending 31 March 2020

Prepared by (Name and Role): **JOY BOOK - CLERK & RFO**

Date: **27/04/2020**

	£	£
Balance per bank statements as at 31/3/20:		
account 1	11,649.2	
account 2	5,315.3	
[add more accounts if necessary]		
		16,964.5
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
item 1	(53.00)	
1115		
[add more lines if necessary]		
		(53.00)
Add: any un-banked cash as at 31/3/20		
Net balances as at 31/3/20 (Box 8)		<u>16,911.5</u>