

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

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

Financial year ending 31 March 2021

Prepared by (Name and Role): Joy Book, Clerk and RFO

Date: 31.05.21

		£	£
Balance per bank statements as at 31/3/21:			
HSBC	account 1	11,485.0	
Barclays	account 2	5,317.8	
[add more accounts if necessary]	 		
			16,802.8
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)			
[add more lines if necessary]	 		
			-
Add: any un-banked cash as at 31/3/21	 		
			-
Net balances as at 31/3/21 (Box 8)			<u><u>16,802.8</u></u>