

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must be 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 on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a negative basis.

Name of smaller authority:

North Muskham Parish Council

County area (local councils and parish meetings only):

Nottinghamshire

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

Jayne Saunders, Clerk to the Council & RFO

Date:

31/03/2025

|   | £        | £               |
|---|----------|-----------------|
| <b>Balance per bank statements as at 31/3/25:</b>                             |          |                 |
| Current Account   | 15,886.5 |                 |
| Business Reserve Account  | 5,113.8  |                 |
| Community Reserve Account   | 33,454.3 |                 |
| NS&I  | 31.8     |                 |
| [add more accounts if necessary]  |          |                 |
| account 5   |          |                 |
| account 6   |          |                 |
| account 7   |          |                 |
| account 8   |          |                 |
|   |          | 54,486.4        |
| Petty cash float (if applicable)  |          | -               |
| Less: any unpresented cheques as at 31/3/25 (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 31/3/25   |          |                 |
|   |          |                 |
|   |          |                 |
| <b>Net balances as at 31/3/25 (Box 8)</b>                                     |          | <b>54,486.4</b> |