

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It is to be completed on the column headed “Year ending 31 March 2026” 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 un-presented cheques should be entered as negative figures.

Name of smaller authority:

ROWDE PARISH COUNCIL

County area (local councils and parish meetings only):

WILTSHIRE

Financial year ending 31 March 2026

Prepared by (Name and Role):

TEKLA HICKS, LOCUM CLERK/RFO

Date:

01/04/2026

Balance per bank statements as at 31/3/2026:

£ £

[add more accounts if necessary]

COMMUNITY ACCOUNT
COMMUNITY INSTANT ACCESS
32 DAY NOTICE
account 4
account 5
account 6
account 7
account 8

#####

#####

Petty cash float (if applicable)

-

Less: any un-presented cheques as at 31/3/2026 (enter these as negative numbers)

[add more lines if necessary]

item 1
item 2
item 3
item 4
item 5
item 6
item 7
item 8

0 00
0 00

0 00

Add: any un-banked cash as at 31/3/2026

0

-

Net balances as at 31/3/2026 (Box 8)

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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	#####	
		#####
Petty cash float (if applicable)		10 00
Less: any unpresented cheques as at 31/3/xx (normally only current account)		
Cheque number 154	(60 00)	
157	(18 00)	
158	(2 00)	
		(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	
		50 00
Net balances as at 31/3/xx (Box 8)		#####