

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 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. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:	Wokefield Parish Council			
County area (local councils and parish meetings only):	West Berkshire			
Financial year ending 31 March 2024				
Prepared by (Name and Role):	Sandra Faulkner, Clerk			
Date:	12/05/2024			
			£	£
Balance per bank statements as at 31/3/xx:				
	account 1		10,920.6	
	account 2			
	account 3			
	account 4			
[add more accounts if necessary]	account 5			
	account 6			
	account 7			
	account 8			
				10,920.6
Petty cash float (if applicable)				-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)				
	Clerk salary & expenses 22-23		(563.69)	
	Clerk salary & expenses 23-24		(515.65)	
	West Berks Election admin fees		(80.00)	
	item 4			
[add more lines if necessary]	item 5			
	item 6			
	item 7			
	item 8			
				(1,159.34)
Add: any un-banked cash as at 31/3/xx				
				-
Net balances as at 31/3/2024 (Box 8)				9,761.3