

**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 2026" 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: **Poulton Parish Council**

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

Financial year ending 31 March 2026

Prepared by (Name and Role): **Mrs Heather Harris, Responsible Financial Officer**

Date: **3/31/26**

	£	£
<b>Balance per bank statements as at 31/3/2026:</b>		
Current Account	3,119.70	
Deposit #1	12,554.46	
Deposit #2	7,040.89	
		22,715.05

Petty cash float (if applicable) -

Less: any un-presented cheques as at 31/3/2026 (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 31/3/2026

		-

**Net balances as at 31/3/2026 (Box 8) 22,715.05**

## 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	10,000.00

14,000.00

Petty cash float (if applicable) 10.00

#### Less: any un-presented 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) 13,980.00**

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the ‘Practitioners’ Guide’.

**Please complete the pro forma template on the other tab for your smaller authority.**