

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 “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 unpresented cheques should be entered as negative figures.

Name of smaller authority:

Swardeston Parish Council

County area (local councils and parish meetings only):

South Norfolk

Financial year ending 31 March 2025

Prepared by (Name and Role):

Carole Jowett - Parish clerk and responsible finance officer

Date:

15/04/2025

Balance per bank statements as at 31/3/25

Current account
Reserve account
CIL account

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Petty cash float (if applicable)

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Less: any unpresented cheques as at 31/3/25 (**enter these as negative numbers**)

None

0 00

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Add: any un-banked cash as at 31/3/25

None

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Net balances as at 31/3/25(Box 8)

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