

## Bank reconciliation –

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 unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

Date: 31/03/2022

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
Barclays Current Account	4,817.42	
	<hr/>	4,817.42
Petty cash float (if applicable)		-
Less: any unauthorised payments as at 31/3/22 ( <b>enter these as negative numbers</b> )		
item 1	- 5.76	
item 2	- 313.33	
item 3	- 78.40	
item 4	- 50.00	
item 5	- 64.39	
item 6	- 500.00	
item 7	- 264.00	
	<hr/>	(1,275.88)
Add: any un-banked cash as at 31/3/22		
	<hr/>	-
<b>Net balances as at 31/3/22 (Box 8)</b>		<b><u><u>3,541.54</u></u></b>

### CASH BOOK

Opening Balance 1 April 2021	2,984.36
Less Payments	4,508.55
Plus Receipts	5,065.73
Balance at 31/3/2022	<b><u><u>3,541.54</u></u></b>
Must equal Box 8	