

Bank reconciliation – pro forma 2025-26

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 2026” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and p complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **South Kelsey and Moortown Parish Council**

County area (local councils and parish meetings only): **West Lindsey, Lincolnshire**

Financial year ending 31 March 2026

Prepared by (Name and Role): **Christine Major, Clerk/RFO**

Date: **26/4//2026**

		£	£
Balance per bank statements as at 31/3/2026:			
	account 1	Unity Trust Bank T1 Current Account 20486879	8,256.7
	account 2	Unity Trust Bank Instant Access Account 20506348	7,681.8
			15,938.5
Petty cash float (if applicable)	N/A		-
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)	N/A	0.00	-
Add: any un-banked cash as at 31/3/2026	N/A	-	-
Net balances as at 31/3/2026 (Box 8)			15,938.5

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 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)		13,980.00