

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be included in the annual report column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered on a debit basis.

Name of smaller authority: **Sandon Parish Council**

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

Financial year ending 31 March 2024

Prepared by (Name and Role): **Caroline Scott RFO**

Date: **31/03/2024**

	£	£
Balance per bank statements as at 31/3/24:		
Santander	17,683.2	17,683.2
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
Clerk wages	-385.28	
Clerk wages	-385.28	
Sandon PCC	-800.00	
Cygnets	-200.00	
[add more lines if necessary] Gardening Club	-40.00	
Air Ambulance	-180.00	
Sandon Strollers item 8	-160.00	
		(2,150.56)
Add: any un-banked cash as at 31/3/24		
		-
Net balances as at 31/3/24 (Box 8)		<u>15,532.6</u>