

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Sandon Parish Council

County area (local councils and parish meetings only):

North Hertfordshire

Financial year ending 31 March 2025

Prepared by (Name and Role):

Caroline Scott RFO

Date:

31/03/2025

	£	£
Balance per bank statements as at 31/3/25:		
Santander	18,723.1	18,723.1
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
Clerk wages PAYE	-78.31	
FOSS	-500.00	
Broadmead Leisure	-234.00	
[add more lines if necessary]		
		(812.31)
Add: any un-banked cash as at 31/3/25		
		-
Net balances as at 31/3/25 (Box 8)		17,910.8