

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Bc 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 rec basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Broxted Parish Council

County area (local councils and parish meetings only):

Essex

Financial year ending 31 March 2025

Prepared by (Name and Role):

Kate Rixson, Clerk and RFO

Date:

05/04/2025

	£	£
Balance per bank statements as at 31/3/25		
Unity Trust Bank Current account	9,912.95	
Unity Trust Bank Instant Access deposit	9,481.44	
		19,394.39
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)	0.00	
		0.00
Add: any un-banked cash as at 31/3/25	0.00	
		0.00
Net balances as at 31/3/25 (Box 8)		19,394.39