

## Bank reconciliation

## Proforma 1

This reconciliation should include **all** bank and building society accounts, including short term investment accounts Box 8 in the column headed "Year ending 31 March 2025" in Section 2 of the AGAR – and will also agree to Box 7 are prepared on a receipts and payments basis

Name of smaller authority:

Scriven Parish Council

County area (local councils and parish meetings only):

Yorkshire

### Financial year ending 31 March 20xx

Prepared by (Name and Role):

Susan Fraser, Clerk/RFO

Date:

24th April 2025

	£	£
<b>Balance per bank statements as at 31/3/25:</b>		
e.g Current Account	5,527.00	
High Interest Account	6,831.00	
Building Society Premium Account	-	
		<hr/>
		12,358.00
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/25 (normally only current account)		
Cheque number	0.00	
		<hr/>
		0.00
Add: any un-banked cash as at 31/3/25		
e.g Allotment rents banked 30/3/25 (but not credited until 2 April)	-	
		<hr/>
		-
<b>Net balances as at 31/3/25 (Box 8)</b>		<b><u><u>12,358.00</u></u></b>

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term

**Please complete the pro forma template on the other tab for your smaller authority.**