Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the 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 highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:	COTLEIGH PARISH COUNCIL
County area (local councils and parish meetings only):	DEVON

Financial year ending 31 March 2025

Prepared by (Name and Role):	KERRY KENNELL, CLERK AND RFO
Date:	21/04/2025

		£	£
Balance per bank statements as at 31/3/25:			
	65370801	12461.53	
[add more accounts if necessary]			
			12461.53
Petty cash float (if applicable)	n/a		0.00
Less: any unpresented cheques as at 31/3/25 **(enter these as negative numbers)**			
	200075	-137.80	
	200076	-36.00	
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-173.80
			0.00
Net balances as at 31/3/25 (Box 8)			**12287.73**