

## Bank reconciliation – pro forma

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

Name of smaller authority:

Harpley Parish Council

County area (local councils and parish meetings only):

Norfolk

### Financial year ending 31 March 2025

Prepared by (Name and Role):

Michelle Wroth - Clerk and RFO

Date:

14/05/2025

#### Balance per bank statements as at 31/3/25:

Community A/C  
Business A/C

3,477.29  
6,949.74

10,427.03

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

0.00

Add: any un-banked cash as at 31/3/25

-

Net balances as at 31/3/25 (Box 8)

10,427.0