

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** be included in the annual report in a 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on the debit side of the reconciliation.

Name of smaller authority: **Hartington Upper Quarter Parish Council**

County area (local councils and parish meetings only): **Derbyshire**

Financial year ending 31 March 2025

Prepared by (Name and Role): **Peter Leppard, Parish Clerk**

Date: **02/07/2025**

	£	£
Balance per bank statements as at 31/3/25:		
account 1	16,410	
account 2		
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		16,410
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/25		
		-
Net balances as at 31/3/25 (Box 8)		16,410