

Bank reconciliation – pro forma

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

Name of smaller authority: Haltham Parish Meeting

County area (local councils and parish meetings only): Roughton Lincolnshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): John Huthwaite Clerk / RFO

Date: 30/06/2021

	£	£
Balance per bank statements as at 31/3/21:		
Business Manager Account account 1	2,182.35	
Treasurer Account account 2	2,037.24	
 [add more accounts if necessary]		
	4,219.59	4,219.59
Petty cash float (if applicable)	0.00	-
Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)		
 [add more lines if necessary]		
	-	-
Add: any un-banked cash as at 31/3/xx	0.00	
	-	-
Net balances as at 31/3/xx (Box 8)		4,219.59

A	B	C	D	E	F	G	H	I	J	K
Community Account 31123939						Community Account 31123939				
1	Opening Balance & monies received	Date Paid in	Date in Account	Amount		Payments out	Cheque Date	Cleared	Amount	Cheque No.
2	opening balance 01/04/2020(from 2019/2020)			£ 1,930.82		cash at hand at end of 2019 / 2020			£ 2,287.12	
3	rent from allotment received 21st May 2020	04-Jun-20	10-Jun-20	£ 170.00		LALC annual subscription	24/04/2020	01/05/2020	£ 39.20	100037
4	Western Power Wayleave	14-Jan-21	27-Jan-21	£ 15.33		LIVES, replacement pads charge stick	29/06/2020	08/07/2020	£ 53.00	100036
5	allotment rent recd for the 2nd half of 2020	14/01/2021	27/01/2021	£ 170.00		RJ Accountancy	22/08/2020	07/09/2020	£ 72.00	100038
6	Google PM email account	D/D	25/11/2020	£ 0.97		LAC hedge trimming	10/09/2020	17/09/2020	£ 36.00	100039
7						Google Ireland HPM email addresses	D/D	08-Jan-21	£ 16.56	D/D
8						Google Ireland HPM email addresses	D/D	5th Feb 2021	£ 16.56	D/D
9						Google Ireland HPM email addresses	d/d	08/03/2021	£ 16.56	D/D
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21	sub total			£ 2,287.12		sub total of cash out			£ 249.88	
22						balance at year start			£ 2,287.12	
23						sub total of cash out			£ 249.88	
24						balance carried forward			£ 2,037.24	
25										
26										
27										
28										
29	Business Money Manager Account 31123947									
30	Opening Balance	statement date	statement no.	interest						
31	interest received 1/4/2020 to 31/3/2021			£ 2,181.27						
32	interest to 13th June 2020			£ 129	0.93					
33	interest to 14th September 2020	29 Aug - 30 Sept		£ 130	0.05	Total Cash Assets 2020/2021			£ 2,182.35	
34	interest to 13th December 2020	1st Dec - 31st Dec		£ 133	0.05	High Interest Account closing balance			£ 2,037.24	
35	interest to 14th March 2021	27-Feb to 31 March		£ 136	0.05	Treasurers Account closing balance			£ 4,219.59	
36	total monies for high interest account			£ 2,182.35		Final Total Cash Assets 2020/2021				

Signed Accepted : - 

Position *Acting Chairman HPM*

Dated *14/5/2021*