

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 “Year ending 31 March 2025” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **South Witham Parish Council**

County area (local councils and parish meetings only):

Financial year ending 31 March 2025

Prepared by (Name and Role): **Sarah Phillips / RFO**

Date: **01/06/2025**

	£	£
Balance per bank statements as at 31/3/25:		
South Witham Charitable	20,556.3	
South Witham Play Project	13,603.2	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		34,159.4
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (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/xx		
		-
Net balances as at 31/3/25 (Box 8)		34,159.4